

E-Filing and Paying Your GST/HST

The e-filing process can be daunting. This handout makes it easier.

How to E-File

1. Gathered your invoiced sales, GST/HST collected, and input tax credits (GST/HST paid on purchases) for your filing period. Our GST/HST Working Draft Template has more guidance.
2. Log-in or register for the CRA My Business portal: <https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/business-account.html>
3. Scroll down to **Accounts** then in the **GST/HST** box and click on **RT0001**
4. Click on **View expected and filed returns**. Take note of the exact reporting period dates.
5. Click **Return to homepage**
6. Scroll down to **Accounts** then in the **GST/HST** box and click on **RT0001**
7. Click on **File a return**
8. Under **Select a return** click the first option (Goods and Services Tax/Harmonized... GST34)
9. Scroll down and select **Next**
10. Enter the exact reporting period dates you noted in **step 4**.
11. Scroll down and select **Next**
12. Enter the GST/HST return details using your total sales (box 101), GST/HST collected (box 105), input tax credits (box 108), and instalments (box 110) from your GST/HST Working Draft Template if used.
13. Scroll down and select **Next**
14. **Review** your proposed filing for **accuracy** and indicate if you will make a payment in the next five days.
15. **Certify** the information is true and correct then submit your return
16. Don't forget to **print** or **PDF** a copy of the e-filing confirmation 😊

How to Pay Your Balance Due

1. CRA My Payment Portal: <https://www.canada.ca/en/revenue-agency/services/e-services/payment-save-time-pay-online.html> using Interac Debit, Visa Debit, or Debit Mastercard.
 - Scroll down and select **Pay now**
 - Select **GST/HST** under the Businesses heading
 - Select **Payment on filing** if you've just filed your GST/HST return
 - Enter your CRA GST number (i.e. 123456789RT0001), the period, and your payment amount
2. Pay by [online banking](#) or in person at your bank with [Form RC158](#). Other payment options are [here](#).

How to Pay an Installment

Owe more than \$3,000 on an annual return? CRA will want their money quarterly (1/4) next year.

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 - Scroll down and select **Pay now**
 - Select **GST/HST** under the Businesses heading then select **Interim**
 - Enter your CRA GST/HST **account number** (i.e. 123456789RT0001)
 - Enter the upcoming **filing period** that you are making an installment payment ahead of.

We hope this handout was helpful. Don't forget to check out all our GST/HST videos and handouts 😊 .