

How to Remit Taxes in Canada

This article includes step by step instructions to help guide you in paying provincial and federal taxes, payroll taxes, corporate taxes, and personal taxes. You can pay using multiple options, these include online banking, CRA my payment, paying in person and mailing a cheque.

Federal – Corporate Tax

Federal – Corporate Tax:

Choice 1: Utilizing Your Business Bank Account for Online Banking

Prerequisites: In order to make corporate tax payments, it is necessary to enroll in your bank's tax and filing portal. The registration process might vary among banks. While some banks might require you to complete the registration in person and sign a form, others could have associated fees for this service (such as a setup fee of \$20 and monthly charges ranging from \$1 to \$2).

(Important Note: The terminology and sections may vary based on the specific bank you use. If you encounter difficulties during the setup, don't hesitate to contact your bank. They will guide you through the process.)

1. Locate the "Tax Filing Service" within the Pay Bills and Transfer Funds section.

(Note: This service has its distinct login separate from your regular online banking access and necessitates registration through your bank.)

2. Proceed by selecting the "Continue" option. This will lead you to the following screen:

Please note payments must be entered by midnight the day BEFORE due date.

Registered payments and accounts [View/cancel future transactions](#) [Transaction history](#)

Registered payments and accounts

Pay [Add payment type](#) [Edit](#) [Remove](#) **Enter 9 digit Business Number with proper 6 digit suffix**

Select	Payment type	Account number
<input type="radio"/>	Federal - GST/HST Payment only -- GST-P -- (GST-P)	RT0001
<input type="radio"/>	Federal Payroll Deductions - Arrears -- EMPTX -- (PD7D)	RP0001
<input type="radio"/>	Federal Payroll Deductions - Regular/Quarterly -- EMPTX -- (PD7A)	RP0001

Documentation
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3. Include the Payment Type as outlined below:

- Federal – Corporation Income Tax Balance Due – TX BAL – (RC177). Choose this option when you are making a payment for a year-end balance owing.
- Federal – Corporation Tax Payments – TXINS. Opt for this selection if you are settling a tax instalment.

Federal - Corporation Income Tax Balance Due -- TXBAL -- (RC177)

Federal - Corporation Tax Payments -- TXINS

4. Proceed by clicking "Next."

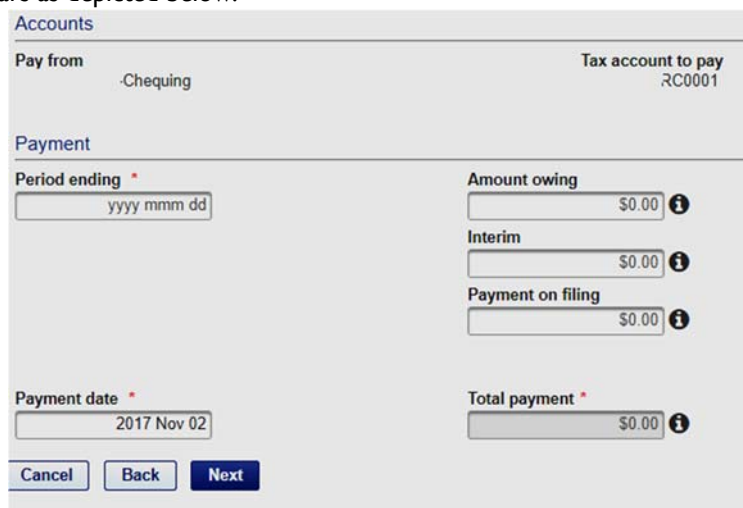
5. Enter your tax account number and the start date of the fiscal year. Your account number should consist of your nine-digit business number directly followed by RC0001, without any spaces.

Example format: 123456789RC0001

6. Click "Done." This action will redirect you to the main page of the Tax Filing Service.

7. Choose the recently added payment type (Federal – Corporation Tax Payments – TXINS), and then click on the "Pay" option.

8. The subsequent screen appears as depicted below:



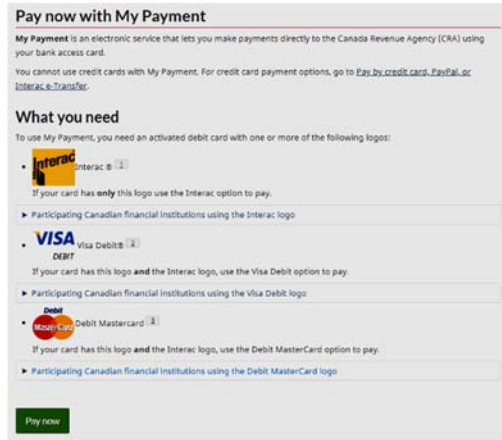
- Period ending refers to the culmination date of the fiscal year for which a year-end balance is owed. In the context of an instalment payment, it signifies the concluding date of the respective quarter (for instance, if you are making an instalment payment for the July 1 to September 30 quarter, you would enter 2023-09-30).
- If you are settling taxes owed from the previous year, insert the corresponding amount in the "Amount Owing" section. In the case of instalment taxes for the current fiscal year, input the payment amount under "Interim."
- Payment date denotes the day on which the specified sum will be deducted from your bank account. The earliest feasible payment date is consistently set as the following day.

9. Proceed to the "Next" step and verify the particulars of your payment.

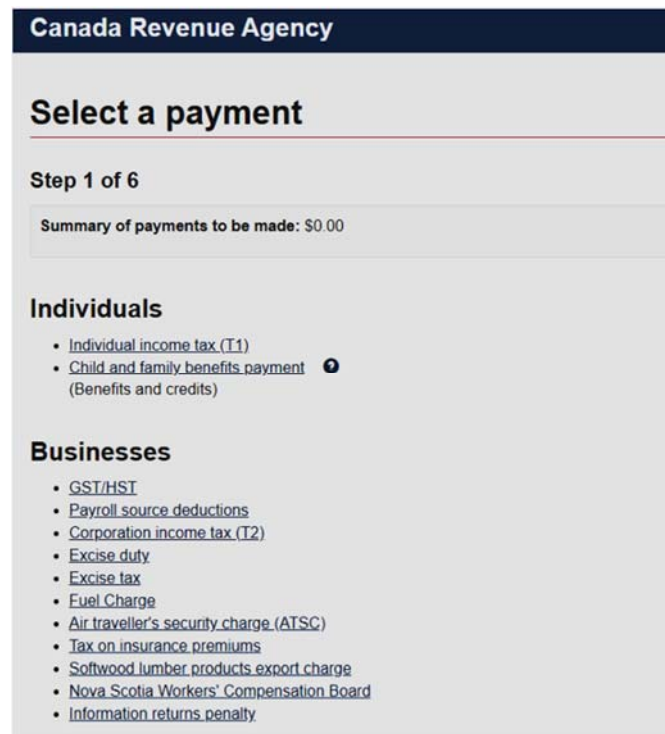
Furthermore, you have the capability to establish upcoming payments at this stage. It's crucial to note that you retain the ability to revoke scheduled future payments, provided this is done before the scheduled payment day.

Choice 2: CRA My Payment – You will need a Visa Debit Card

1. Head to CRA payment website located here: [Pay here](#)



2. Within the Businesses category, opt for Corporation tax (T2), and subsequently, adhere to the six outlined steps to finalize your payment.



Choice 3: In-Person Payment at Your Bank

Prerequisites: It is essential to bring the original Notice of Assessment to the bank, which implies that you should have filed your taxes at least two weeks ahead of your payment deadline.

Additionally, you are required to present a remittance voucher. This remittance voucher will be sent to you by the CRA through mail a few days before your fiscal year-end. It can also be requested online here: <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/corporations/corporation-payments/make-a-payment/payment-vouchers.html>

Choice 4: Sending a Cheque by Mail

Prerequisites: Factor in the mailing duration to ensure that your payment reaches the CRA before the stipulated payment deadline.

1. Create the cheque in favor of the "Receiver General for Canada."
2. On the cheque, inscribe your business number (e.g., 123456789RC0001) and indicate the specific period for which the payment is intended (e.g., 2023-01-01 to 2023-12-31).
3. Dispatch the cheque to:

**Canada Revenue Agency
PO Box 3800 STN A
Sudbury ON P3A 0C3**

Personal Taxes

Personal Taxes:

Choice 1: Utilizing your personal bank account for online banking

(Each bank has its unique procedures. Should you encounter any difficulties during the setup process, don't hesitate to contact your bank for assistance. They should be capable of guiding you through the steps.)

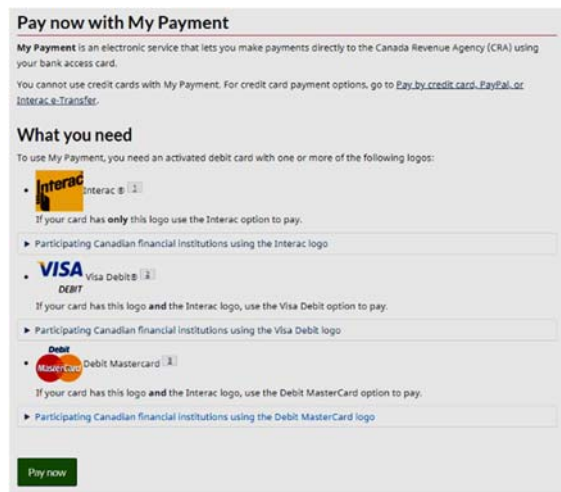
1. Navigate to the Pay Bills section.
2. Select the option labeled Add Payee. Look up CRA.
3. Enter the payee details as follows:
 - For **year-end balance owed**: CRA PIT - Amount of Tax Owed
 - For **personal tax installment**: Federal - Personal Tax Instalment - TXINS

If your search yields a specific option for the particular tax year you are filing for (CRA PIT - 2023 Tax Return), make sure to choose that alternative.

4. When prompted for the account number, input your Social Insurance Number (SIN).
5. After successfully adding the payee, proceed to settle your balance in a manner similar to how you handle your other bill payments.

Choice 2: CRA My Payment – You will need a Visa Debit Card

1. Head to CRA payment website located here: [Pay here](#)



2. Within the Individuals category, opt for Individual Income Tax (TI), and subsequently, adhere to the six outlined steps to finalize your payment.

Canada Revenue Agency

Select a payment

Step 1 of 6

Summary of payments to be made: \$0.00

Individuals

- [Individual income tax \(T1\)](#)
- [Child and family benefits payment](#) ⓘ
(Benefits and credits)

Businesses

- [GST/HST](#)
- [Payroll source deductions](#)
- [Corporation income tax \(T2\)](#)
- [Excise duty](#)
- [Excise tax](#)
- [Fuel Charge](#)
- [Air traveller's security charge \(ATSC\)](#)
- [Tax on insurance premiums](#)
- [Softwood lumber products export charge](#)
- [Nova Scotia Workers' Compensation Board](#)
- [Information returns penalty](#)

Choice 3: Make an in-person payment at your bank

Requirements: You are required to bring your **authentic Notice of Assessment to the bank**. This implies that you must file your taxes and HST a minimum of two weeks before the payment due date.

Take along a remittance voucher to your bank and proceed to execute your payment. We have these vouchers readily available, so kindly get in touch with us if you intend to utilize this payment method. Note these vouchers are for personal tax payment not corporations.

Choice 4: Send a Cheque by Mail

Create the cheque in favor of the "**Receiver General for Canada.**"

Include your social insurance number on the cheque along with the taxation year the payment relates too (***I.e. 123456789 – 2023 Tax Year***) (This is crucial, as the payment may encounter processing issues without your SIN.)

Dispatch the cheque to:

**Canada Revenue Agency
PO Box 3800 STN A
Sudbury ON P3A 0C3**

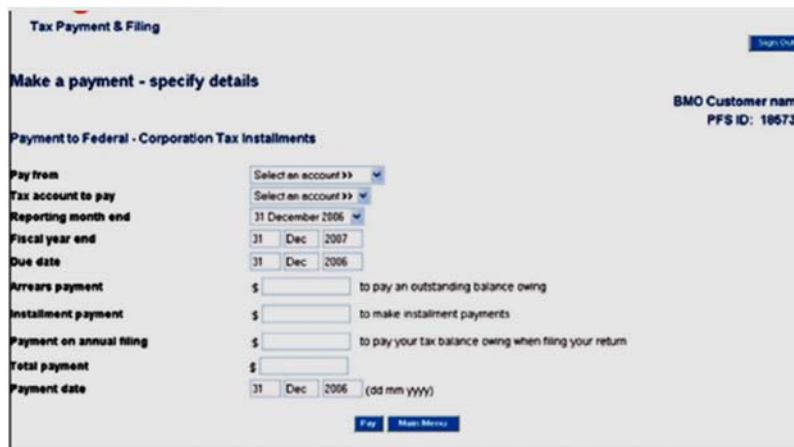
Payroll Remittance

Payroll Remittance:

Choice 1: Online Banking via Your Business Bank Account

Prerequisites: To make any corporate tax payments, it's necessary to enroll in your bank's tax and filing portal. The registration process can vary among banks. Some may require an in-person registration along with a signed form, while others might impose service fees (a setup fee of \$20 and monthly charges ranging from \$1 to \$2).

1. Locate the "Tax Filing Service" within the Pay Bills and Transfer Funds section.
2. Proceed by selecting the "Continue" option.
3. Add the Payment Type according to the following categories:
 - Federal Payroll Deductions – Regular/Quarterly – EMPTX – (PD7A). Choose this option if you are making monthly or quarterly payroll remittances.
 - Federal - Payroll Source Deduction - Balance Due - EMPBD - (PD4R). Opt for this if you are settling a balance after T4s have been prepared.
 - Federal Payroll Deductions - Arrears - EMPTX - (PD7D). Select this if you are making payments for interest and/or penalties.
4. Click "Next."
5. Enter your tax account number and the fiscal year's start date. Your account number should consist of your nine-digit business number immediately followed by RP0001, without any spaces. Example format: 123456789RP0001.
6. Click "Done." This action will take you back to the main page of the Tax Filing Service.
7. Choose the payment type you added in step 3 and then click on the "Pay" option.
8. The subsequent screen will appear as follows:



- Payment Source: Bank account from which the payment will be withdrawn.
- Tax Account for Payment: Your 9-digit business number followed by RP0001.
- If your payment pertains to a specific month, enter the payroll period for which you are making the payment under "Reporting month end," and then specify the amount under "installment payment."
- If you, as the business owner, are making a payment for your predetermined annual salary or settling the amount owed after T4 preparation, indicate the "fiscal year end" and provide the payment amount under "payment on annual filing."
- For payments related to arrears (interest and penalties), provide the "fiscal year end" for the arrears and input the amount in the "arrears payment" field.

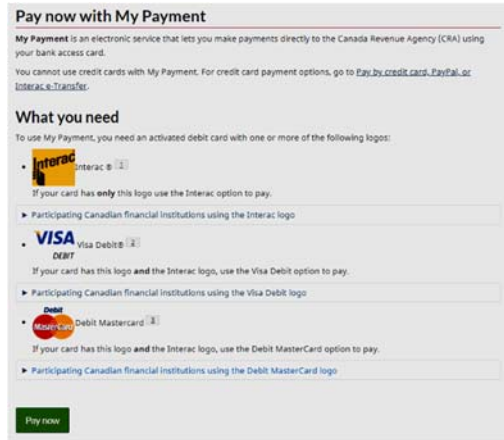
8. The payment date signifies the day when the funds will be withdrawn from your bank account. The earliest available payment date is always tomorrow's date.

9. Proceed to the next step and review the payment details to confirm accuracy.

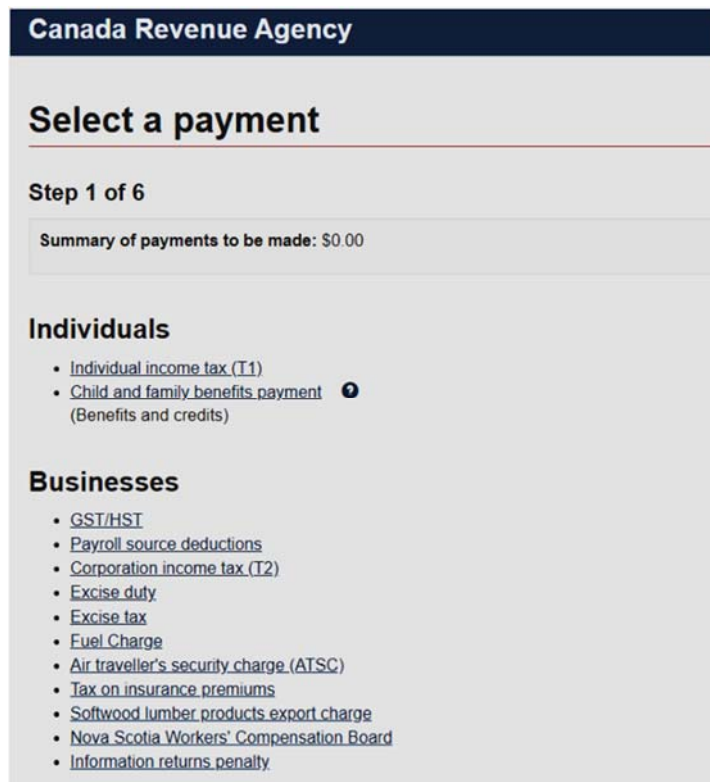
You have the option to arrange payments for future dates. Furthermore, it's possible to cancel future payments, provided you initiate the cancellation before the scheduled payment date.

Choice 2: CRA My Payment – You will need a Visa Debit Card

1. Head to CRA payment website located here: [Pay here](#)



2. Within the Businesses category, opt for Payroll Source Deductions, and subsequently, adhere to the six outlined steps to finalize your payment.
- 3.



Choice 3: Bank Payment Option

Prerequisites: It is imperative to possess your original Notice of Assessment while visiting the bank. Therefore, ensure you have filed your taxes and GST at least two weeks prior to the payment deadline.

Additionally, bring along the personalized payroll remittance voucher that has been dispatched to you via mail.

Choice 4: Cheque Payment via Mail

Prerequisites: Factor in the mailing duration to guarantee your payment reaches the CRA before the stipulated deadline.

Create the cheque in favor of the "Receiver General for Canada." On the cheque, inscribe your Payroll Business Identification Number (BIN) (e.g., 123456789RP0001) as well as the duration for which the payment is being made (e.g., 2023-01-01 to 2023-12-31).

Dispatch the cheque to:
Canada Revenue Agency
PO Box 3800 STN A
Sudbury ON, P3A 0C3

Remember to enclose a clear note specifying whether the payment is intended for arrears or a balance owed.

(HST) Harmonized Sales Tax

(HST) Harmonized Sales Tax:

Choice 1: Utilizing Your Business Bank Account for Online Banking

Prerequisites: To settle corporate taxes, it is essential to enroll in your bank's tax and filing portal. Depending on the bank, there might be variations in requirements. Some banks might necessitate in-person registration along with a signed form, while others could impose charges for this service (a setup fee of \$20 and monthly fees ranging from \$1 to \$2).

(Please be aware that the terminology and sections could differ based on your specific bank. Feel free to contact your bank if you have any inquiries.)

1. Locate the "**Tax Filing Service**" within the Pay Bills and Transfer Funds section.
2. Proceed by selecting the "Continue" option.
3. Add the Payment Type using the following categories:
 - Federal - GST/HST Balance Due -- GST B -- (RC177)
 - Federal - GST/HST Balance Due -- GST B -- (RC177)

(Note: The exact terminology and fields might vary depending on the bank's interface.)

Keep in mind that the wording and fields could vary based on your bank. If you encounter any uncertainties, do not hesitate to reach out to your bank for clarification.

Federal - GST/HST Balance Due -- GST-B -- (RC177)
Federal - GST/HST Payment only -- GST-P -- (GST-P)

Click on the "Next" button.

5. Enter your tax account number. Your account number should consist of your nine-digit business number directly followed by RT0001, without any spaces.

Example format: 123456789RT0001

6. Click the "Done" button.
7. This action will redirect you to the main page of the Tax Filing Service.

Please note payments must be entered by midnight the day BEFORE due date.

Registered payments and accounts [View/cancel future transactions](#) [Transaction history](#)

Registered payments and accounts

Pay **Add payment type** Edit Remove **Enter 9 digit Business Number with proper 6 digit suffix**

Select	Payment type *	Account number
<input type="radio"/>	Federal - GST/HST Payment only -- GST-P -- (GST-P)	RT0001
<input type="radio"/>	Federal Payroll Deductions - Arrears -- EMPTX -- (PD7D)	RP0001
<input type="radio"/>	Federal Payroll Deductions - Regular/Quarterly -- EMPTX -- (PD7A)	RP0001

Documentation
[Available tax types](#)

8. Choose the newly added payment type (Federal - GST/HST Balance Due -- GST B -- (RC177)) and then proceed to click on the "Pay" option.

Choice 2: CRA My Payment – You will need a Visa Debit Card

1. Head to CRA payment website located here: [Pay here](#)

Pay now with My Payment

My Payment is an electronic service that lets you make payments directly to the Canada Revenue Agency (CRA) using your bank access card.

You cannot use credit cards with My Payment. For credit card payment options, go to [Pay by credit card, PayPal, or Interac e-Transfer](#).

What you need

To use My Payment, you need an activated debit card with one or more of the following logos:

- Interac** Interac e-Transfer
 - If your card has **only** this logo use the Interac option to pay.
 - Participating Canadian financial institutions using the Interac logo
- VISA DEBIT** Visa Debit
 - If your card has this logo **and** the Interac logo, use the Visa Debit option to pay.
 - Participating Canadian financial institutions using the Visa Debit logo
- Debit MasterCard** Debit MasterCard
 - If your card has this logo **and** the Interac logo, use the Debit MasterCard option to pay.
 - Participating Canadian financial institutions using the Debit MasterCard logo

[Pay now](#)

2. Within the Businesses category, opt for GST/HST, and subsequently, adhere to the six outlined steps to finalize your payment.

Canada Revenue Agency

Select a payment

Step 1 of 6

Summary of payments to be made: \$0.00

Individuals

- [Individual income tax \(T1\)](#)
- [Child and family benefits payment](#) (Benefits and credits)

Businesses

- [GST/HST](#)
- [Payroll source deductions](#)
- [Corporation income tax \(T2\)](#)
- [Excise duty](#)
- [Excise tax](#)
- [Fuel Charge](#)
- [Air traveller's security charge \(ATSC\)](#)
- [Tax on insurance premiums](#)
- [Softwood lumber products export charge](#)
- [Nova Scotia Workers' Compensation Board](#)
- [Information returns penalty](#)

Choice 3: In-Person Payment at Your Bank

Requirements: It's essential to carry the original Notice of Assessment when visiting the bank, which implies that you should complete your tax and GST filings at least two weeks before your payment due date.

Additionally, it's necessary to bring along the personalized remittance voucher that you have received via mail. If you've provided it to us, we will return it to you duly filled out. In case you didn't receive one by mail, you can expect to receive it a few days before your GST period ends or a few days after we have filed the GST Return. Please note that we do not possess generic remittance vouchers for GST, as the CRA has discontinued their issuance and does not accept photocopies.

Choice 4: Sending a Cheque by Mail

Prerequisites: Factor in the time required for mailing to ensure your payment reaches the CRA prior to the payment deadline.

1. Create the cheque in favor of the "Receiver General for Canada."
2. On the cheque, inscribe your GST number (e.g., XXXXX XXXX RT 0001) and the specific period for which you are making the payment (e.g., 2020-01-01 to 2020-12-31).
3. Dispatch the cheque to:

Canada Revenue Agency
PO Box 3800 STN A
Sudbury ON P3A 0C3

Best Regards,

Atul Mehra

In extraordinary times like these, being here for you is our primary concern. Thank you for your business and for your trust in our team.

Atul Mehra, CA, CPA

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