

Tax and Bill Payments service allows you to pay and file Federal and Provincial business taxes as well as pay utility and other corporate bills easily over the Internet.

How do I make a tax or bill payment?

- 1 Select **Pay Taxes & Bills** from the **Tax & Bill Payments** menu under the **Payments & Receivables** tab.
- 2 Choose a Payment Profile you would like to use by clicking **Pay** in the Action column.
- 3 Select a Payment from the **List of registered payments and accounts** under the Main Menu of the Profile window, and click **Make a Payment**. *If the tax or bill type you would like to pay is not in the list, it needs to be added to your profile.*
- 4 Indicate the payment amount and date on the **Make a payment – specify details** screen and click **Pay**. Next, click **Confirm** to schedule your payment. Where applicable, the payment will need to receive all approvals before being scheduled.

Payments must be scheduled at minimum the day before the desired payment date, and are not processed until the payment date indicated on your request. The funds must be available in your account at the start of the payment date.



To learn more

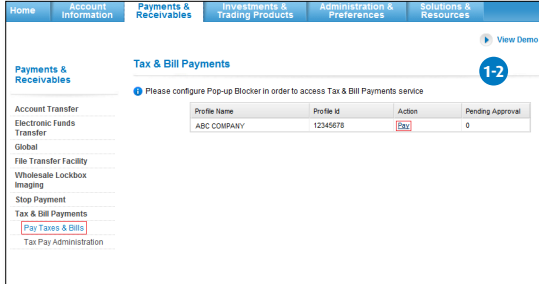
The **Ask Us** feature within Online Banking for Business will guide you through your next steps such as:

- [How do I add payment types to my profile?](#)
- [How do I verify the status of scheduled payments?](#)
- [How do I cancel a payment?](#)
- [How do I make multiple bill payments at once?](#)

Ask Us also gives you detailed instructions on how to:

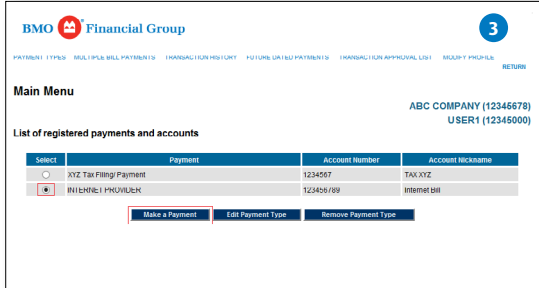
- upload bill payments in a file
- create additional payment profiles

As you use the Tax and Bill Payments service, look for the Information  and Help  icons, which provide you with helpful tips.



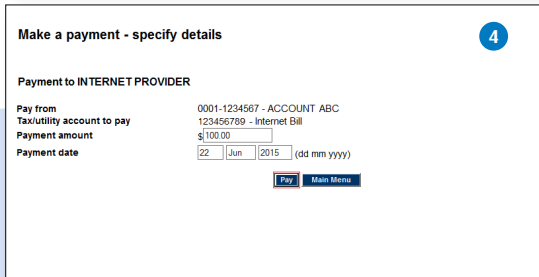
The screenshot shows the 'Tax & Bill Payments' menu. A red circle '1-2' highlights the 'Pay' button in the 'Action' column of the profile list.

Profile Name	Profile Id	Action	Pending Approval
ABC COMPANY	12345678	Pay	0



The screenshot shows the 'List of registered payments and accounts' screen. A red circle '3' highlights the 'Make a Payment' button. The table below shows the list of registered payments and accounts.

Select	Payment	Account Number	Account Nickname
<input type="radio"/>	XYZ Tax Firm Payment	1234567	TAX-XYZ
<input checked="" type="radio"/>	INTERNET PROVIDER	123456789	Internet Bill



The screenshot shows the 'Make a payment - specify details' screen. A red circle '4' highlights the 'Pay' button. The form displays the following information:

Payment to INTERNET PROVIDER

Pay from: 0001-1234567 - ACCOUNT ABC
 Tax/Utility account to pay: 123456789 - Internet Bill
 Payment amount: \$100.00
 Payment date: 22 Jun 2015 (dd mm yyyy)