

## Payment Instructions to the CRA

*Please view this document as a guideline for payment instructions to the CRA, based on the type of return you have filed.*

### If you are a corporation - Pay Corporate Tax:

Please Go the link <http://www.cra-arc.gc.ca/mypayment/> to pay online.

- Select > Start My Payment
- Look under > businesses
- Select > Corporation Income tax (T2) tab for corporate taxes
  - (a) select Balance due (for current year tax)
  - (b) Interim (To make installment payments) - Fill up details of company

### If you are Corporation or Sole Proprietorship - Pay HST Sales Tax:

Please Go the Link <http://www.cra-arc.gc.ca/mypayment/> to Pay Online.

- Select > Start My Payment
- Look under > Businesses
- Select > GST/HST tab for HST taxes
  - (a) Select balance due (for current year tax)
  - (b) Interim (to make installment payments) - fill details of company

### If You Are An Individual - Pay Personal Tax:

Please Go the Link <http://www.cra-arc.gc.ca/mypayment/> To Pay Online.

- Select > Start My Payment
- Under Individuals select > Individual Income Tax (T1)
- Then select the appropriate option and fill in the details
- Then click next to go to your bank site to make the payments

## Reference:

Refer to screenshots and steps below for further instructions.

### Step 1:

Go to <http://www.cra-arc.gc.ca/mypayment/>

and click: [Start My Payment](#)

## My Payment—save time, pay online!

**My Payment** is an electronic payment service offered by the CRA that uses Visa® <sup>1</sup> Debit or Interac® <sup>2</sup> Online for individuals and businesses to make payments directly to the CRA using their bank access cards.

Use this service to make payments to one or more CRA accounts in one simple transaction.

### What's new

In addition to *Interac* Online, **My Payment** now offers **Visa Debit** for those who have a Canadian issued debit card with a Visa Debit logo or a co-badged card with a Visa Debit logo and an *Interac* logo on the same card from the following financial institutions.

- Scotiabank
- RBC Royal Bank
- TD Canada Trust
- CIBC

These transactions come directly from your bank account and are processed over the Visa network.

**Credit cards are not accepted.**

[Start My Payment](#)

**Go to Link and Click Here!**

## Step 2:

Click on the type of return you are filing.

Individuals and families	Businesses	Charities and giving	Representatives
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# 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](#) ?

## Businesses

- [Goods and services tax / Harmonized sales tax \(GST/HST\)](#)
- [Payroll source deductions](#)
- [Corporation income tax \(T2\)](#) — For Example - A T2 for a Business
- [Excise duty](#)
- [Excise tax](#)
- [Air traveller's security charge \(ATSC\)](#)
- [Tax on insurance premiums](#)
- [Softwood lumber products export charge](#)
- [Nova Scotia Workers' Compensation Board](#)
- [Information returns penalty](#)

## Non-residents

- [Part XIII - non-resident withholding tax](#)

Previous End session

## Step 3:

Select Balance due & Interim - Fill Details

Individuals and families

Businesses

Charities and giving

Representatives

# Select payment allocation

## Corporation income tax (T2)

### Step 2 of 6

Summary of payments to be made: \$0.00

- [Payment on filing](#) ?
- [Interim](#) ?
- [Amount owing](#) ?
- [Balance due](#) ?

Click and Fill Details

Previous

## Enter payment details

### Corporation income tax (T2)

#### Balance due

#### Step 3 of 6

Summary of payments to be made: \$0.00

\* Account number (required) ?

\* End of period (required)

Year  Month  Day

\* Amount (dollars and cents) (required)

\$  .  00

Previous

Cancel this payment

Next

Fill Details Accordingly

FPPP-STP3-CIT0

Date modified: 2014-05-

# PAYMENT BY CHEQUE TO THE CRA:

Please write a cheque from your Canadian Bank Account. Direct the Cheque to Receiver General. Write the business number followed by the corresponding program code:

FOR CORPORATE TAX: **RC001**

FOR HST: **RT001**

FOR PAYROLL: **RP001**

Please mail the cheque to:

**Canada Revenue Agency**

**PO Box 3800 STN A**

**Sudbury ON P3A 0C3**