

# Government Tax Payment & Filing Service



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# 1.0 Introduction

Pay and file your Federal and Provincial business taxes online with our Government Tax Payment & Filing Service. This service includes payroll source deductions, corporate income tax, GST, PST, and Harmonized GST and PST. For a complete list of business taxes you can pay using this service, please see our Government Creditors List located at [www.scotiabank.com/taxpayments](http://www.scotiabank.com/taxpayments).

Payments made on this service are processed overnight. Your payment will be value dated for the next business day and the funds will be debited from your account on the value date. For instance, if your taxes are due tomorrow, the payment must be entered today before Midnight Eastern time. A service charge of \$2.00 per payment/filing will be charged to your account.

As a Government Tax Payment & Filing Service customer, you can take advantage of these benefits:

- Pay your taxes online and on time at your convenience with our 24/7 service
- Time your payments to the due date, for accurate cash flow forecasting
- Receive refunds up to a week faster and have them deposited directly into your Scotiabank account
- Future-date your payments up to one year in advance and avoid late payment charges due to mailing delays
- Reduce time and paperwork by filing and paying electronically; no more mailing bulky packages or visiting the branch
- Multiple accounts can be used for this service

## One-time Registration and Fees

There is a one-time registration for the service. How you register depends upon whether you are a Small Business customer or a Commercial / Corporate customer:

### Small Business Customers

This service is available through Scotia OnLine. If you are already using Scotia OnLine, then you're ready to begin. If your accounts are not yet set up with Scotia OnLine, your Scotiabank branch can get you started in no time. A \$2.00 per transaction fee applies.

### Commercial and Corporate Customers

This service is available through ScotiaConnect or via [www.scotiabank.com/taxpayments](http://www.scotiabank.com/taxpayments) Enroll now for a one-time enrollment fee of \$25.00. A \$2.00 per transaction fee applies. (Please note that a minimum monthly fee of \$2.00 applies to Corporate & Commercial users with no activity for a given month. As long as one tax payment is made, the minimum fee is waived. This fee also applies to Small Business customers using ScotiaConnect. There is no enrollment fee for Small Business as the enrollment process is completely automated.)

Once you have completed your registration, the service is the same for both Small Business and Commercial and Corporate Customers.

# 2.0 Getting Started

## 2.1 Getting started – Small Business

Go to the Scotia OnLine homepage.

- Have your Scotiacard ready.
- Enter your ScotiaCard Number and your Password in the appropriate fields in the **Sign-on to Scotia OnLine** page.

The screenshot shows the Scotia OnLine sign-on interface. At the top left is the Scotiabank logo. At the top right are links for 'Contact Us | Help | Français' and the text 'Scotia OnLine® Financial Services'. The main heading is 'Sign-on to Scotia OnLine'. On the left side, there are three vertical panels: 'Welcome New Users' with links for 'What You Need to Activate', 'Take a Tour', and 'Activate Now!'; 'Password Help' with links for 'Change Your Password' and 'Forgotten Password'; and 'Security Centre' with links for 'Safe Computing Practices' and 'Report Online Fraud', plus an 'Online Security Guarantee' badge. The central sign-on area contains a 'ScotiaCard' field with the number '453', a 'Password' field, and a red 'Enter Scotia OnLine' button. To the right of the password field is an 'Optional Express Feature' section with a checkbox for 'Save my ScotiaCard\*', a link 'How does this work?', a 'Nickname my Card' field, and a disclaimer '\*Not advised for public computers'. Below the sign-on area are three promotional banners: 'What's New @ Scotiabank' featuring a family and a link to a simulation tool; 'Travel worry-free and you could WIN' featuring a travel cheque and a link to a promotion; and 'Safety Tips' featuring a man at a computer and a link to a fraud podcast. At the bottom right is the text 'SC01 -Sign-on to Scotia OnLine' and at the bottom center are links for 'Legal | Privacy | Security'.

Click the **Enter Scotia OnLine** button. The **Scotia OnLine for Small Business** page displays.

Profile & Preferences | Site Map | Contact Us | Help | Sign Out  
**Scotiabank**  
 Scotia OnLine® for Small Business

Home Banking Investing Borrowing Planning Business Resources

Accounts Bill Payments Transfers More Features

**Payments**

- Bill Payment
- Payment History
- epost View My Bills
- Pay & File Business Taxes**

**Payment Services**

- Add a Payee/Bill
- Update or Delete a Payee/Bill
- Bill Payment Inquiry
- Pre-authorized Debits & Credits

**Activity Status**

- Today's Activity
- Pending Transactions

## Bill Payment

Make One or up to Five Payments Customize

Each payment will be processed as a separate transaction in the **order in which they appear** and/or **by date specified**.

Bill #1	Reset
<b>To</b>	No Accounts are available for this transaction
<b>From</b>	Current Account - -\$33.38
<b>Amount \$</b>	<input type="text"/>
<b>Date *</b>	June 12 2009 <input type="button" value="Calendar"/> All dates must be on or before June 12, 2010.
Bill #2	Reset
<b>To</b>	No Accounts are available for this transaction
<b>From</b>	Current Account - -\$33.38
<b>Amount \$</b>	<input type="text"/>
<b>Date *</b>	June 12 2009 <input type="button" value="Calendar"/>
Bill #3	Reset
<b>To</b>	No Accounts are available for this transaction
<b>From</b>	Current Account - -\$33.38
<b>Amount \$</b>	<input type="text"/>
<b>Date *</b>	June 12 2009 <input type="button" value="Calendar"/>

Select the **Banking** tab then select the **Bill Payments** tab.

On the **Bill Payments** page, select the **Pay and File Business Taxes** option from the left navigation bar.

The first time you select this option you will be prompted to:

- Select your Primary billing account for service charges
- Enter a contact name
- Enter a contact phone number
- Select from a pull-down menu the Applicable Province/Territory that business taxes are to be paid to.

After you have entered the required information, select **Accept** to agree to the terms and conditions and enroll for the service.

The next time you select the option **Pay and File Business Taxes**, you will be directed to the Scotiabank Government Tax Payment & Filing service Main Menu page. To learn how to complete commonly used processes, proceed to section 3 – Main Processes.

## 2.2 Getting started – Commercial and Corporate Customer

All Commercial and Corporate customers must complete an **Enrollment Form** to obtain a PFS ID required to login to the Tax Payment & Filing Service. The Enrollment Form can also be accessed via the Tax Payment & Filing Service Sign-on page as shown at the bottom of Page 7. Select the Enroll link from the top navigation menu.

The service is available to Commercial or Corporate customers via ScotiaConnect or via the Scotiabank web site shown below.

### To access the service via the Scotiabank web site:

Enter the following URL in your web browser's address field:

www.scotiabank.com/taxpayments

**Scotiabank** Contact Us | Site Map | Branch & ABM Locator

Search

## Pay Your Business Taxes Online

### Government Tax Payment & Filing

Pay and file your Federal and Provincial business taxes online, including payroll source deductions, corporate income tax, GST, PST and Harmonized GST and PST. Benefits include:

- Pay your taxes online and on-time - at your convenience with our 24/7 service
- Time your payments to the due date, for accurate cash flow forecasting
- Receive refunds up to a week faster and have them deposited directly into your Scotiabank account
- Future date your payments up to one year in advance and avoid late payment charges due to mailing delays
- Reduce time and paperwork by filing and paying electronically, no more mailing bulky packages or visiting the branch
- Multiple accounts can be used for this service

Payments made on the Government Payment & Filing Service are processed overnight. Your payment will be value dated for the next business day and the funds will be debited from your account on the value date. For instance, if your taxes are due tomorrow, the payment must be entered today before midnight Eastern Time.

**Online Services**

- ▶ ScotiaConnect
- ▶ TRADEXPRESS elite
- ▶ ScotiaFX
- ▶ Tax Payment & Filing

**Business Services**

- ▲ Banking & Investing
- ▲ Electronic Banking
- ▶ ScotiaConnect Electronic Banking
- ▶ ScotiaGlobal Electronic Banking
- ▶ Government Tax Payment & Filing
- ▶ Electronic Daily Statement
- ▶ Products & Services
- ▶ Industry Solutions
- ▶ About Us
- ▶ Customer Care

**Go to...**

**Rates & Values**

- ▶ Current Rates
- ▶ Mutual Fund Prices & More

**Tools and Resources**

- ▶ Demo
- ▶ Enrollment Form

**Small Business Customers**  
Login here if you are already using Scotia OnLine.

**Corporate and Commercial Customers**  
Login here if you are already registered for the service.

Select the **Tax Payment & Filing** option from the left navigation bar.

The Government Tax Payment & Filing Sign in page displays. See details below for more sign-on information.

**To access the service via ScotiaConnect:**

If you are already a ScotiaConnect user, login to ScotiaConnect as per usual.

**Scotiabank** Home | Help | Français  
*ScotiaConnect® Electronic Banking*

**Beware of emails asking for personal information.**

Please be cautious of emails that claim to represent Scotiabank and request confidential and private information from you. Scotiabank will never send you emails asking for your **ScotiaConnect User Name or Password**. Do not reply or click on links within these emails.

- ▶ Phishing Scams
- ▶ Report Email or Online Fraud
- ▶ Safe Computing Practices

**Sign-on to ScotiaConnect**

Please enter your user name and password:

User Name:

Password:

Remember user name

**Sign-on** **Reset**

[Change Password](#)  
[Bookmark This Page](#)  
[Forgot Password](#)  
[Forgot Username](#)

[Problem Signing On?](#)  
[Are You A USB Token User?](#)

Select the **Payments** tab on the ScotiaConnect home page:

**Scotiabank** Home | Messages | Help | Sign Off  
*ScotiaConnect® Electronic Banking*

Account Information | Account Management | **Payments** | Payment Utilities | Administration | Link To

Consolidated Balances | Account Statements | Balance History | Transaction Search | CCP | ICI | EDI

Thursday, June 11, 2009

**Welcome to ScotiaConnect Services**

Message Centre		
Type	Message	Priority
Bulletins	ScotiaConnect Security Token Conversion	High
Bulletins	Canadian Regulatory Requirements	High
Bulletins	Safe Computing Practices	High

[more messages](#)

Reports	
Economic Commentary	
Foreign Exchange	
CDN Daily Money Market Report	
CDN Money Market History Report	
Treasury Account Rates	
Rates Inquiry	

Rates	
CAD Rates	
Treasury Rate	0.2000%
Prime Rate	2.2500%
90 Day T-Bill	0.2320%
Monthly Avg 90 Day T-Bill	0.2002%
BA BID Rate	0.3943%

USD Rates	
Treasury Rate	0.1500%
90 Day T-Bill	0.1700%
Monthly Avg 90 Day T-Bill	0.1327%
US Base Rate (Canada)	0.5000%
US Base Rate (New York)	3.2500%

Last Updated: June 11, 2009 08:31 AM

Rates are provided for information purposes only and are subject to change at any time

[Privacy](#) | [Legal](#) | [Security](#)

Then select the **Business Taxes** tab.

Home | Messages | Help | Sign Off  
Scotiabank ScotiaConnect® Electronic Banking

Account Information | Account Management | **Payments** | Payment Utilities | Administration | Link To

▶ Bill Payments ▶ **Business Taxes** ▶ EFT ▶ Wire Payments ▶ Requests For Transfer ▶ Real Estate Payments ▶ Lockbox

Thursday, June 11, 2009

### Welcome to ScotiaConnect Services

Message Centre		
Type	Message	Priority
Bulletins	Scotiabank Security Token Conversion	High
Bulletins	Canadian Regulatory Requirements	High
Bulletins	Safe Computing Practices	High
<a href="#">more messages</a>		

Rates		
CAD Rates		
Treasury Rate		0.2000%
Prime Rate		2.2500%
90 Day T-Bill		0.2320%
Monthly Avg 90 Day T-Bill		0.2002%
BA BID Rate		0.3943%

USD Rates		
Treasury Rate		0.1500%
90 Day T-Bill		0.1700%
Monthly Avg 90 Day T-Bill		0.1327%
US Base Rate (Canada)		0.5000%
US Base Rate (New York)		3.2500%

Last Updated: June 11, 2009 08:31 AM

Rates are provided for information purposes only and are subject to change at any time

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The Government **Tax Payment & Filing Sign in** page displays below.

#### To Enroll:

Select the **Enroll** tab from the top navigation menu, then follow the instructions on the Enrollment Form.

Scotiabank About This Service | **Enroll** | Help | User Guide  
Government Tax Payment & Filing

Enter User Name and Password Français

Scotiabank Payment Filing Service (PFS) ID:

Password:

HelpDesk number : 1-800-206-9444  
Monday to Friday (except holidays) 8:00 a.m. to 8:00 p.m. Eastern Time

[Privacy](#) | [Legal](#) | [Security](#)



You will be notified that you have been successfully enrolled within two business days. You will also receive two separate emails: the first email will contain your PFS ID, and the second will contain your temporary default password.

At the Tax Payment & Filing Service Login page above, enter your PFS ID (login ID) in the **Scotiabank Payment Filing Service** (PFS) ID field. Then enter your temporary default password in the Password field.

Click the **Clear All** button to clear the fields if you made an error, and then enter the correct values.

Click the **Login** button.

The first time you sign in, the **Password Change** page below will appear.

Scotiabank [About This Service](#) | [Help](#) | [User Guide](#) | [Sign off](#)  
**Government Tax Payment & Filing**

## Password Change

ABC Co.  
PFS ID: 280282

PFS ID: 280282

Enter current password

Enter new password

Re-enter new password

**Your new password**

- must be 5 to 8 characters in length
- it must contain at least two numbers and at least two letters (case sensitive)
- cannot contain any special characters (e.g. !, @, #, \$, %, spaces, etc.)
- cannot have more than 2 identical or consecutive serial characters

**Example of**

- valid password : ps14all
- invalid passwords : abc956, qazwer, 123go, 111anf, 12345

[Save Changes](#) [Clear All](#) [Main Menu](#)

The next time you sign in, the **Main Menu** page will automatically appear.

**Note:** For further instruction on how to change your password, see section **3.12 Change your password**.

**Note:** Sections 2.3 & 2.4 are specific to companies that have chosen the multiple user setup. These sections and the functionalities noted within, are performed by the Company Administrator. The Company Administrator has exclusive access to the pages shown in sections 2.3-2.4. The Company Administrator does not have access to other pages such as payments or approval of transactions. Users must be created by the Administrator to initiate and approve payments as required.

### 2.3 Getting started – Commercial and Corporate Company Administrator

The Company Administrator must setup the company profile and users prior to using the service. Upon first login the Administrator should click the **Modify Profile** button from the Administration Main Menu.

Scotiabank About This Service | Help | User Guide | Sign off  
Government Tax Payment & Filing

## Administration Main Menu ADMIN-280280 \*\* (280280-0001)

---

**Company Profile:**

(circled in red)

PFS ID : 280280  
 Company Name : ABC TEST COMPANY  
 # of Authorizations required : 1  
 Company Transaction Limit : \$99999999

**User profiles:**

	ID	Name	Approval Limit	Email Address	Payment Type Access
<input type="radio"/>	280280-0101	Clerical User 1	\$0	test@scotiabank.com	Yes
<input type="radio"/>	280280-0102	Clerical User 2	\$0	test@scotiabank.com	Yes
<input type="radio"/>	280280-0103	Supervisor	\$3000	test@scotiabank.com	Yes
<input type="radio"/>	280280-0104	Approver	\$4000	test@scotiabank.com	No
<input type="radio"/>	280280-0105	Approver	\$5000	test@scotiabank.com	No

[Privacy](#) | [Legal](#) | [Security](#)

The Company Profile administration page below displays in edit mode to allow the company administrator to indicate the Number of Authorizations required for transactions as well as set-up the Company Transaction Limit and modify the Billing Account for monthly service fees. Other company information such as Company Name, Language and Company Contact Name and Phone Number can also be updated on this page.

Scotiabank About This Service | Help | User Guide | Sign off  
Government Tax Payment & Filing

## Company Profile Modification ADMIN-280280 \*\* (280280-0001)

---

**Company Profile:**

PFS ID : 280280  
 Company Name :   
 # of Authorizations required :   
 Company Transaction Limit : \$   No Company Limit  
 Contact name :   
 Contact phone :   
 Language Code :   
 Billing account :

**Notes:**

*Number of Authorizations required*

Verification can be set to allow a maximum of 3 required approvers per transaction. This approval level will apply to all payments created in the system.

*Company Transaction Limit*

The Company Transaction Limit is optional and provides your organization with the ability to set a maximum per transaction dollar amount. This will impose the requirement of an additional approver when a tax payment or filing amount is greater than the Company Transaction Limit. The default Limit is \$99999999 for 'No Company Limit'.

**To Proceed with Required Company Profile Modifications:**

Click the **Change Profile** button.

**Scotiabank** About This Service | Help | User Guide | Sign off  
Government Tax Payment & Filing

### Company Profile Modification

 ADMIN-280280 \*\* (280280-0001)

**Company Profile:**

PFS ID	:	280280
Company Name	:	ABCTEST COMPANY
# of Authorizations required	:	1
Company Transaction Limit	:	\$ 99999999 <input checked="" type="checkbox"/> No Company Limit
Contact name	:	Mark Raymond
Contact phone	:	1234567890
Language Code	:	English
Billing account	:	80002-0140813-ACCT 2

**Change Profile** **80002-0140813-ACCT 2**  
40592-0006912  
52092-0008818-ACCT 3

This will direct the administrator to the next page where they will click on the **Save Profile** button after confirming that the profile modifications are correct. Selecting **Cancel** will revert to the previously stored values.

**Scotiabank** About This Service | Help | User Guide | Sign off  
Government Tax Payment & Filing

### Company Profile Modification


 ADMIN-280280 \*\* (280280-0001)

**Company Profile:**

PFS ID	:	280280
Company Name	:	ABC TEST COMPANY
# of Authorizations required	:	1
Company Transaction Limit	:	\$ 99999999
Contact name	:	Mark Raymond
Contact phone	:	1234567890
Language Code	:	English
Billing account	:	40592-0006912

**Save profile** **Cancel**

The following **Confirmation** page displays to confirm that requested modifications are now completed.

 [About This Service](#) | [Help](#) | [User Guide](#) | [Sign off](#)  
**Government Tax Payment & Filing**

---

## Company Profile Modification

ADMIN-280280 \*\* (280280-0001)

**Company Profile:**


PFS ID : 280280  
Company Name : ABC TEST COMPANY  
# of Authorizations required : 1  
Company Transaction Limit : \$ 99999999  
Contact name : Mark Raymond  
Contact phone : 1234567890  
Language Code : English  
Billing account : 40592-0006912

**Modifications have been saved**

[Main Menu](#)

## 2.4 Setup users

From the **Administration Main Menu**, the administrator clicks the **Add User** button at the bottom of the page:

 [About This Service](#) | [Help](#) | [User Guide](#) | [Sign off](#)  
**Government Tax Payment & Filing**

---

## Administration Main Menu

ADMIN-280280 \*\* (280280-0001)

**Company Profile:** [Modify Profile](#) [Change Password](#)

PFS ID : 280280  
Company Name : ABC TEST COMPANY  
# of Authorizations required : 1  
Company Transaction Limit : \$99999999

**User profiles:**

	ID	Name	Approval Limit	Email Address	Payment Type Access
<input type="radio"/>	280280-0101	Clerical User 1	\$0	test@scotiabank.com	Yes
<input type="radio"/>	280280-0102	Clerical User 2	\$0	test@scotiabank.com	Yes
<input type="radio"/>	280280-0103	Supervisor	\$3000	test@scotiabank.com	Yes
<input type="radio"/>	280280-0104	Approver	\$4000	test@scotiabank.com	No
<input type="radio"/>	280280-0105	Approver	\$5000	test@scotiabank.com	No

[Add User](#) [Modify User](#) [Delete User](#) [Reset User Password](#)

This will direct administrator to the **Add User Profile** page below.

Proceed to add the user Name, required user Approval Limit for tax payments as well as user Email Address and the Payment Type Access.

Approval Limit is the highest dollar amount the user has the ability to approve.

Payment Type Access provides user with the ability to add, modify or remove payment types (ie: GST, PST, etc.).

Verify the setup information and click the **Add Profile** button:

The screenshot shows the 'Add User Profile' page. At the top left is the Scotiabank logo. At the top right are links for 'About This Service', 'Help', 'User Guide', and 'Sign off', along with the text 'Government Tax Payment & Filing'. Below the header, the page title 'Add User Profile' is on the left, and the user identifier 'ADMIN-280280 \*\* (280280-0001)' is on the right. The main content area contains a form titled 'User profiles:' with the following fields: ID (280280-0120), Name (Test User3), Approval Limit (\$ 10000), Email Address (test3@scotiabank.com), and Payment Type Access (Yes). Below the form are two buttons: 'Add Profile' (circled in pink) and 'Reset'. At the bottom center is a 'Main Menu' button.

A second **Add User Profile** page displays below to allow administrator to confirm user details.

Click the **Save Profile** button.

The screenshot shows the confirmation step of the 'Add User Profile' page. The layout is identical to the previous screenshot, but the 'Add Profile' button is now disabled. The 'Save Profile' button is circled in pink. The 'Payment Type Access' field now displays 'Yes' instead of a dropdown menu. The 'Main Menu' button remains at the bottom center.

Administrator will see a page confirming saved changes.

The new user will receive an automatically generated email message providing them with their access information (ie: password). Company Administrator will provide the user with their PFS ID to access the service. PFS ID's are the Company ID, a dash and then that user's unique 4-digit number.

**Scotiabank** About This Service | Help | User Guide | Sign off  
Government Tax Payment & Filing

## Add User Profile ADMIN-280280 \*\* (280280-0001)

User profiles:

ID	:	280280-0120
Name	:	Test User3
Approval Limit	:	\$ 10000
Email Address	:	test3@scotiabank.com
Payment Type Access	:	Yes

**New user has been saved**

## 3.0 Main Processes

### 3.1 Add a payment type

When you login to the Main Menu for the first time, no values appear in the **List of registered payments and accounts** table. This is because you have not yet added a Payment Type to your service.

Once you have added a Payment Type, you will be able to start using the functions of the Tax Payment and Filing Service.

In the **Main Menu** page, select the **Add Payment Type** option. The **Add Payment Type** page will appear.

Select the desired payment type from the **Which payment type would you like to add?** Drop-down list.

**Scotiabank** About This Service | Help | User Guide | Sign off  
Government Tax Payment & Filing

## Add Payment Type ABC Co. PFS ID: 280282

Which payment type would you like to add?

Payment	Account Number	Frequency	Fiscal year begin
Federal - Corporation Tax Payments -- TXINS -- (RC160)	231313131RC0001	Monthly	Jan 01
Federal - GST/HST Return -- GST34 -- (GST34)	891116774RT0001	Special Accounting	
Federal - GST/HST Remittance -- GST58 -- (GST58)	103900429RT0001	Special Accounting	
	231313131RT0004	Special Accounting	

Select the **Next>>** button to move onto the **Add a new payment type–specify details** page below, where you add your specific details to the selected Payment Type.

Scotiabank About This Service | Help | User Guide | Sign off  
Government Tax Payment & Filing

## Add a new payment type - specify details

ABC Co.  
PFS ID: 280282

Federal - Corporation Tax Payments -- (RC160)

Tax account number

Frequency Monthly

Fiscal year begin (month/day) January 01

Add this Payment Type Clear All Main Menu

The fields that appear in the **Add Payment Type – specify details** page are determined by the payment type you are adding. Most often, you will be required to enter the account number. You may be required to select a frequency, and in some cases you may be asked for a period start date.

Fill in these fields or select appropriate values from the pull-down menus.

If you make a mistake when you enter information in these fields, select **Clear All**, then select or enter the correct information.

When you have completed filling in the fields or selecting values from the pull-down menus, select **Add this Payment Type** at the bottom of the page.

The **Add payment type – confirmation** page below will appear.

Scotiabank About This Service | Help | User Guide | Sign off  
Government Tax Payment & Filing

## Add payment type - confirmation

ABC Co.  
PFS ID: 280282

Federal - Corporation Tax Payments -- RC160

The following payment account has been added to your payment list.

Tax account number 231313131RC0004

Frequency Monthly

Fiscal year begin (month/day) January 01

Add another Payment Type Main Menu

From the **Add payment type – confirmation** page, you may **Add another Payment Type** or return to the **Main Menu** page.

If you select **Add another Payment Type**, the **Add Payment Type** page will reappear – you will notice that the Payment Type you just added is now listed in the drop-down list.

To add more Payment Types, repeat the instructions described above.

### 3.2 Add a new payment type–Important Notes

When filling out the fields, take note of the following information concerning certain Payment Types:

**GST 58** is not a GST filing. It is to be used for installment or arrears payment only.

**Corporation Installment Tax** – the date required is the value you enter in the **Fiscal year begin** field in the **Add a new payment type-specify details** page (see the procedure in section 3.1 Add a payment type). For example, if your fiscal year begins on January 1, then enter January 1.

Do not enter the value from the **Period end** field in the **Make a payment-specify details** page otherwise the Period End Date will be incorrectly calculated.

### 3.3 Editing a payment type

If any details on your registered payment type(s) require modification(s), update the respective information by returning to the Main Menu page. Select the payment type to be modified from the **List of registered payments and accounts**.

Select **Edit Payment Type**.

The **Edit a payment type-specify details** page will appear.

The screenshot shows the 'Edit a payment type - specify details' page. At the top left is the Scotiabank logo. At the top right are links for 'About This Service', 'Help', 'User Guide', and 'Sign off', along with the text 'Government Tax Payment & Filing'. The main heading is 'Edit a payment type - specify details' with 'ABC Co.' and 'PFS ID: 280282' to the right. Below the heading is a sub-heading 'Federal - Corporation Tax Payments -- (RC160)'. The form contains three rows of fields: 'Tax account number' with the value '231313131RC0001', 'Frequency' with the value 'Monthly', and 'Fiscal year begin (month/day)' with 'January' and '01' selected in drop-down menus. At the bottom of the form are three buttons: 'Save Changes', 'Clear All', and 'Main Menu'. At the very bottom are links for 'Privacy', 'Legal', and 'Security'.

Update the information in the fields or select valid information from the drop-down menus as required.

Select **Save Changes**. The **Edit payment type confirmation** page will appear.

You have modified the Payment Type.



### 3.4 Removing a payment type

Note: Before removing any of your registered Payment Types, you must first cancel all post-dated (also known as future-dated) payments you have associated with the Payment Type being removed. To cancel post-dated payments, see the procedure in section 3.8 **Correct or cancel a payment or filing**.

To remove a Payment Type, navigate to the **Main Menu** page. Select the payment type to be removed from the List of registered payments and accounts.

Click the **Remove Payment Type** button.

The **Remove payment type–details** page will appear. Select the payment type you wish to remove by again clicking on the respective button in the Select column.

Select	Payment	Account Number	Frequency
<input checked="" type="radio"/>	Federal - Corporation Tax Payments -- TXINS -- (RC160)	231313131RC0001	Monthly
<input type="radio"/>	Federal - GST/HST Return -- GST34 -- (GST34)	891116774RT0001	Special Accounting

Click the **Remove Payment** button at the bottom of the page.

**Note** Despite its name, the Remove Payment button does not affect any specific “payments” you may have already submitted. Instead, it removes the Payment Type from your list of Registered Payment Types.

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## Remove payment type - details ABC Co.

PFS ID: 280282

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### Federal - Corporation Tax Payments

Select	Account Number	Frequency	Fiscal year begin
<input checked="" type="radio"/>	231313131RC0001	Monthly	Jan 01
<input type="radio"/>	231313131RC0004	Monthly	Jan 01

### 3.5 Make a payment or filing

After you have set up your payment types, you may file or pay at any time. The payment types you have set up appear in the **Main Menu** page in the **List of registered payments and accounts** table.

Select a payment type by clicking the button beside it in the Select column.

Click the **Make a Payment** button.

## Main Menu

ABC Co.  
PFS ID: 280282

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### List of registered payments and accounts

Select	Payment	Account Number	Frequency
<input type="radio"/>	Federal - Corporation Tax Payments -- TXINS -- (RC160)	231313131RC0001	Monthly
<input type="radio"/>		231313131RC0004	Monthly
<input checked="" type="radio"/>	Federal - GST/HST Return -- GST34 -- (GST34)	891116774RT0001	Special Accounting
<input type="radio"/>	Federal - GST/HST Remittance -- GST58 -- (GST58)	103900429RT0001	Special Accounting
		231313131RT0004	Special Accounting

Other options:

- [Add Payment Type](#)
- [View Transaction History](#)
- [View / Cancel Future Dated Transactions](#)
- [Modify Profile](#)
- [Change password](#)

The **Make a payment-specify details** page will appear.

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## Make a payment - specify details

ABC Co.

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Payment to Federal - GST/HST Return -- (GST34)

Pay from	80002-0140813
Tax account to pay	891116774RT0001
Period start date	<input type="text"/> <input type="text"/> <input type="text"/> (dd mm yyyy)
Period end date	<input type="text"/> <input type="text"/> <input type="text"/> (dd mm yyyy)
Due date	<input type="text"/> <input type="text"/> <input type="text"/> (dd mm yyyy)
101 Sales and other revenue	\$ <input type="text" value="100,000.00"/>
105 Total GST and adjustments	\$ <input type="text"/>
108 Total ITC and adjustments	\$ <input type="text"/>
109 Net GST	\$ <input type="text"/>
110 Paid by installments	\$ <input type="text"/>
111 Rebates **	\$ 0.00
114 Refund claimed	\$ <input type="text"/>
115 Payment amount	\$ <input type="text"/>
205 Tax due on acquisition of real property	\$ <input type="text"/>
405 Tax due on taxable supplies	\$ <input type="text"/>
Payment date	<input type="text"/> <input type="text"/> <input type="text"/> (dd mm yyyy)

\*\* Rebates cannot be filed electronically

The fields that appear are determined by the payment type you selected from the **List of registered payments and accounts** on the **Main Menu** page.


Enter information in the appropriate fields or select information from the pull-down menus.

**Note: Do not use commas to separate numeric values, example:** enter ten thousand dollars as \$10000 NOT as \$10,000.

Before you select the **Pay** button, review the information for accuracy. Most fields in the page have a self-editing function or provide warning prompts to help ensure that the information you submit is valid. These functions are aids only; they cannot guarantee the accuracy of all the information you submit.

Select the **Pay** button at the bottom of the screen.

The **Confirm Payment** page below will appear. Review the information.



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## Make a payment - specify details

ABC Co.  
PFS ID: 280282

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Payment to Federal - GST/HST Return -- (GST34)

**Please Confirm Payment Below**

Pay from	80002-0140813
Tax account to pay	891116774RT0001
Period start date	15 Jun 2009
Period end date	20 Jun 2009
Due date	18 Jun 2009
101 Sales and other revenue	\$100,000.00
105 Total GST and adjustments	\$0.00
108 Total ITC and adjustments	\$0.00
109 Net GST	\$0.00
110 Paid by installments	\$0.00
111 Rebates	\$0.00
114 Refund claimed	\$0.00
115 Payment amount	\$0.00
205 Tax due on acquisition of real property	\$0.00
405 Tax due on taxable supplies	\$0.00
Payment date	18 Jun 2009

Confirm Cancel

**If you do not wish to proceed** with the payment, select **Cancel** at the bottom of the page. The **Make a payment–specify details** page will reappear.

You can modify the information and re-submit or, if you wish, return to the Main Menu page.

**If you wish to submit the payment**, select **Confirm** at the bottom of the page. The **Make a payment–confirmation** page will appear.

The **Make a payment–confirmation** page lists the details of your payment and supplies a confirmation number and a confirmation security number.

The payment or filing information is now submitted. It is warehoused in a database to be activated on the payment date.

After funds for this transaction are withdrawn on the payment date, the confirmation number and a description of the payment will display on your Scotiabank account statement.

When you select **Confirm** on the **Confirm Payment** page, the system determines if information you are submitting conflicts with or resembles a previous transaction.

If the system detects a possible duplicate payment request, an additional confirmation page will appear. You will be required to reconfirm the transaction by selecting either the **Pay** or **Cancel** option.

### 3.6 Making a payment or filing—Important Notes

#### 1. Reporting Period Dates

The reporting period dates are on a pull-down menu. Be sure to select the correct month.

#### 2. Due Date and Payment Date

There is a difference between the **due date** and the **payment date**.

The **due date** is the date your payment is due to the government entity or agency. In most federal transactions, the due date is a specific calendar date such as the end of the month (i.e. GST) or perhaps the 15th of the month (ie. monthly payroll).

The **payment date** is the date funds are debited from your Scotiabank account to complete the payment transaction.

Usually the due date and the payment date are the same, but it is possible in many cases to pay a tax earlier than the day it is due, in which case the payment date will be earlier than the due date.

#### 3. Payment dates default to the due date

If the payment date falls on a weekend or holiday, the Tax Payment system automatically displays a warning. It will then adjust the payment date to the following business day. For that reason, if your payment is due on a weekend or holiday, be sure to enter the payment two business days ahead of the due date.

#### 4. Payment Date must be in the future

The payment date must be at least one business day in the future, up to a maximum of one year in the future.

Therefore, if your payment is due tomorrow, you must submit your payment today at the latest to ensure your payment is processed on the payment date specified.

#### 5. Paying Ontario Corporations Tax

When paying the Ontario Corporations Tax, you must select either **Regular** or **Arrears** from the **Payment class** pull-down menu.

The screenshot shows the Scotiabank Government Tax Payment & Filing interface. At the top left is the Scotiabank logo. At the top right are links for 'About This Service', 'Help', 'User Guide', and 'Sign off'. Below the header is the title 'Make a payment - specify details account selection' and the account name 'ABC Co.' and 'PFS ID: 280282'. The main content area shows 'Payment for Ontario Corporation Tax -- (0626)'. There are two input fields: 'Payment class' with a dropdown menu set to 'Regular', and 'Account Number' with the value '7654321'. At the bottom are two buttons: 'Next >>' and 'Main Menu'.

#### 6. Changing a payment to a future-dated payment

Payment dates can be changed to permit post-dated (future-dated) payments.

#### 7. Troubleshooting dates and calculations

Date and calculation logic is built into most of the forms and respective fields on the tax payment web application. If the dates and/or calculation result(s) generated by the application appear to be incorrect, verify that the data you entered in the respective fields is correct/valid via the **Edit Payment Type** page from the **Main Menu** page.

### 3.7 Processing payments for bi-weekly payrolls

Revenue Canada confirms that Federal Payroll Deductions submitted electronically can be either **Weekly**, **Twice-Monthly**, or **Monthly frequencies**.

Customers who wish to make bi-weekly payments must choose the Weekly Payment Type and file every two weeks.

When adding the Weekly Payroll Deductions payment type, verify that the correct day-month-year values are entered in the **Date payment made to employees** field. The tax payment application will automatically calculate the payment **Due Date** and display the respective day-month-year information in this field.

The screenshot shows the Scotiabank website interface for making a payment. At the top left is the Scotiabank logo. At the top right are links for 'About This Service', 'Help', 'User Guide', and 'Sign off', along with the text 'Government Tax Payment & Filing'. The main heading is 'Make a payment - specify details' with 'ABC Co.' and 'PFS ID: 280282' to the right. Below this is a sub-heading 'Payment to Federal Payroll Deductions - Weekly (Thres.2) -- (PD7A-TM)'. The form contains several fields: 'Pay from' (80002-0140813), 'Tax account to pay' (231313131RP0001), 'Date payment made to employees' (input fields for dd mm yyyy), 'Due date' (input fields for dd mm yyyy), 'Total tax, C.P.P., E.I Remittance' (\$ [input]), 'Gross period payroll' (\$ [input]), 'Number of employees' ([input]), and 'Payment date' (input fields for dd mm yyyy). At the bottom are two buttons: 'Pay' and 'Main Menu'.

#### Bi-weekly Payroll Remittance Periods

Make your remittance **by the third business day** (not counting Saturdays, Sundays, or holidays) after the end of the following periods:

- From the 1st through the 7th day of the month
- From the 8th through the 14th day of the month
- From the 15th through the 21st day of the month
- From the 22nd through the last day of the month.

**For example (assuming all business days):** If you use a bi-weekly payroll and the date payment is made to your employees is on the 12th of the month, the payroll period therefore falls within the 8th through the 14th range which results in the Payment Due Date being the 17th.

On the next bi-weekly payroll run, payment is made to employees on the 26th (12th plus 14 days), the payroll period therefore falls within the 22nd through the last day of the month range, which results in the Payment Due Date being the 3rd day of the following month.

### 3.8 Correct or cancel a payment or filing

#### Other options:

- [Add Payment Type](#)
- [View / Cancel Future Dated Transactions](#)
- [View Transaction History](#)
- [Modify Profile](#)
- [Change password](#)

To correct or cancel a payment or filing that you have submitted, return to the **Main Menu** page by clicking the **Main Menu** button on the **Payment Confirmation** page.

Select the **View/Cancel Future Dated Transactions** option from the **Other Options** section.

The **View / Cancel Future Dated Transactions** page will appear.

Select **View Transactions** at the bottom of the page, or if you have numerous transactions, you may wish to search for a specific transaction by using the search functions on this page.

### 3.9 Resubmitting a payment or filing

If you wish to resubmit a payment or filing, repeat the procedures from section **3.5 Make a payment or filing**.

### 3.10 Search for a transaction

Currently, all transaction history is available online for thirteen months.

To locate a transaction, go to the Main Menu page and select either the **View Transaction History** option or the **View/Cancel Future Dated Transactions** option. In both cases a page appears that contains search functions. The Transaction History–request page is shown below.

To delete a future-dated transaction, click the **View Transactions** button.

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## Transaction history - request

ABC Co.  
PFS ID: 280282

Specify any details you wish to view then select **View transactions**.

Creation date range: 06 Oct 2005 - 13 Jun 2006

Please select a payment type(s)

Please select an account(s)

Payment date

Any date

Specific date    (dd mm yyyy)

Date range From    To

Status

Amount \$

Confirmation number

All

Specific confirmation number

You can search for a specific transaction by date, by dollar amount, by transaction number, by confirmation number, or by using a combination of these criteria.

The results of your search, if successful, are listed in payment date order with the earliest transaction(s) listed first. Select a transaction to retrieve the respective detailed information.

### 3.11 Reviewing or changing your service profile information

Complete your profile modifications on this page accordingly. Information that can be updated includes: legal business name, preferred contact language, billing account, contact name or telephone number.

To review or adjust your service profile, select **Modify Profile** on the **Main Menu** page. The **Modify profile-request** page will appear.

**Note:** Your current billing account number is also displayed. If your service profile only has 1 account set-up, then you cannot change the billing account number to another number since only one account number exists.

**Small Business customers using Scotia Online:** Contact your branch to set-up/add another account to your Scotia Online service. This would then enable you to select another billing account from the Billing account field drop-down list.

**Commercial and Corporate customers:** Complete the service Enrollment Form as a “Service Change” request to add another account(s) to your service profile. This would then enable you to select another billing account from the Billing Account field drop-down list.

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## Modify profile - request

ABC Co.  
PFS ID: 280282

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Legal business name	<input type="text" value="Your Company Name Here"/>
Profile / Billing Language	<input type="text" value="English"/> ▼
Billing account	80002-0140813
Contact name	<input type="text" value="Your Name Here"/>
Phone number	<input type="text" value="4161234567"/>



### 3.12 Changing your password

If you wish to change your sign-on password, go to the **Main Menu** page and select the **Change Password** option.

Enter appropriate values in each of the fields.


Note that your password:

- must be 5 to 8 characters in length
- it must contain at least two numbers and at least two letters (case sensitive)
- cannot contain any special characters (e.g.. !, @, #, \$, %, spaces, etc.)
- cannot have more than 2 identical or consecutive serial characters

Examples of:

- valid password: ps14all
- invalid passwords : abc956, qazwer, 123go, 111anf, 12345

Click **Save changes** at the bottom of the page to complete the password change.

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## Password Change

ABC Co.  
PFS ID: 280282

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PFS ID: 280282

Enter current password

Enter new password

Re-enter new password

**Your new password**

- must be 5 to 8 characters in length
- it must contain at least two numbers and at least two letters (case sensitive)
- cannot contain any special characters (e.g.. !, @, #, \$, %, spaces, etc.)
- cannot have more than 2 identical or consecutive serial characters

**Example of**

- valid password : ps14all
- invalid passwords : abc956, qazwer, 123go, 111anf, 12345

## 4.0 Frequently Asked Questions

### **What taxes can I pay using this service?**

The Government Tax Payment & Filing Service includes payroll source deductions, corporate income tax, GST, PST, and Harmonized GST and PST. For a complete list of taxes you can pay by using this service, please see the Government Creditors List via [www.scotiabank.com/taxpayments](http://www.scotiabank.com/taxpayments).

### **When are payments processed?**

Payments made on the Government Payment & Filing Service are processed overnight. Your payment will be value dated for the next business day and the funds will be debited from your account on the value date. For instance, if your taxes are due tomorrow, the payment must be entered today before midnight Eastern Time.

**Note: Payments entered ON the due date are late, and may be subject to government penalties.**

### **Are there transaction fees for the service?**

A service charge of \$2.00 per payment or filing will be charged to your account.

Corporate and Commercial customers pay a \$25.00 enrollment fee and are also subject to a minimum monthly fee of \$2.00 (applied when there is no activity for a given month. As long as one tax payment is made, the minimum fee would be waived). The minimum monthly fee also applies to Small Business customers using ScotiaConnect instead of the Scotia Online service.

### **How do I receive a refund from the Federal Government?**

When you submit a transaction that indicates a refund is due, the government will review and validate the information and then issue a refund cheque in approximately two weeks. You could receive your refund up to one week sooner if you are set-up for auto deposit.

### **How far in advance can I future date a transaction?**

Most transactions can be future dated up to one year in advance. The only exceptions are transactions to the Quebec Government. These transactions can only be future dated up to two months in advance.

### **How many users are required to use the Service?**

For Commercial and Corporate customers - any single user who has a valid User ID and Password has access to the system. For Small Business customers – any Scotia OnLine business customer who has completed the online registration has access to the system.

### **Can one person input payments and another person authorize them?**

Yes, Corporate and Commercial customers can choose the Multiple User Set-up, which allows a maximum of three required approvers per transaction. All other set-up options allow any single user who has a valid User ID and Password to access the system to create and send payments.

### **Can I enter negative numbers in fields in the transaction pages?**

No. All amounts that you enter in the fields on the transaction pages must be positive, although the values you enter may, when calculated, result in a negative amount and therefore qualify you for a refund. You cannot enter negative sales amounts for GST, BC SST, RST, or any other Payment Type.

## 5.0 Need Help?

### Help Desk

If you require assistance on a matter not covered in this guide, please contact the Tax Payment & Filing Service Help Desk at 1-800-206-9444. **Please note** that the Tax Payment & Filing Service Help Desk is to be contacted only for matters that relate to Government Tax Payment and Filing Service and not matters related to the Scotia Online or ScotiaConnect services.

Small Business customers requiring help with the Scotia Online service can contact the Scotia Online Helpdesk at 1-800-4SCOTIA

Commercial and Corporate customers requiring help with the ScotiaConnect service can contact the Customer Service and Support Contact Centre at 1-800-265-5613

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