

## Online Payment Option Information

There are now two ways to make Manitoba tax account payments online:

### Option 1

The TAXcess pre-authorized payment option – allows you to file and pay Retail Sales Tax (RST) and the Health and Education Levy (HE) through the TAXcess website, in one continuous process.

Corporation Capital Tax, Fuel Tax and International Fuel Tax Agreement (IFTA) payments can also be made through the TAXcess pre-authorized payment option. See the *Making a PAD Payment* Help for more information on this option.

### Option 2

You can also make RST, HE and IFTA account payments through your bank or credit union's direct online bill payment process.

***Please note the following before you choose this option:***

- You must continue to file your tax returns, as before, using TAXcess (or mailing the return). Your payment is made separately from your bank or credit union's website. Making the payment through your financial institution's website, without filing the return information, does not fulfil your tax filing requirements. Late filing penalties can result.
- Your payment must be received by the Taxation Division by the due date to avoid penalties and interest. Please contact your financial institution for information on their processing requirements. (Many financial institutions recommend that you allow up to three business days for processing of payments.)
- If your financial institution's website is unavailable, you must still meet the payment due date by other means to avoid penalties and interest – the TAXcess pre-authorized payment option is the most convenient way to do this.

## Information for Those Selecting Option 2:

### Setting Up Tax Accounts for Direct Payment from Your Financial Institution

In order to make RST, HE and IFTA tax account payments through your bank or credit union's direct online bill payment process, you will need to set up your tax account as a payee with them and provide your Manitoba tax account number.

**To set up your account as a payee on your bank/credit union's website**, you will generally have to select from a list by searching on the following names:

- Manitoba Retail Sales Tax
- Manitoba HE Levy
- Manitoba IFTA Tax

Some financial institutions have variations of the above payee names, such as Manitoba RST, MB Retail Sales Tax, or Minister of Finance – MB RST. If you have difficulty locating the payee name, please contact your financial institution directly for assistance.

**Providing your Manitoba tax account number** enables your bank or credit union to properly allocate your payment to your TAXcess account. They will typically ask you to assign an Account No. or Customer ID.

- For RST and HE accounts, enter your 15 digit business account number (BN15) in the exact format as it appears in your TAXcess account (i.e. 123456789MT0008). (These numbers will vary for RST and HE by at least the last digit in the 15 character string)
- For IFTA accounts, enter the 9 digit account number that appears on your most recently filed IFTA return (i.e. 123456789). **Note:** Do not include the opening identifier - MB - at the beginning of the account number.

## **Tracking Payments**

To see if your payment has reached your TAXcess account, the last payment made regardless of type (i.e. by cheque, TAXcess pre-authorized payment, or through your financial institution) is listed under the Activity tab on the applicable account summary page. Note that this amount does not include any withdrawn or reversed payments (i.e. insufficient funds).