

How to Pay Your Income Tax Balance

Canada Revenue Agency Payment Options

Given recent news and experience with the Canada Revenue Agency (CRA) losing or misapplying cheque payments, we are finding that paying tax balances by cheque is no longer a practical payment option. Given that the CRA cannot provide a payment receipt and the likelihood of a lost or misapplied payment, we are no longer recommending cheque payments for our clients. Hendry Warren no longer submits cheque payments to the CRA. If you still wish to make a payment to the CRA by cheque, we ask that you send your payment directly to the CRA. We have summarized the recommended payment methods below.

CRA My Payment

Our top recommendation for paying any tax balance is through CRA’s “My Payment” function that allows you to pay online with your debit card or online banking. You can use this service if you have a debit card or access to online banking (available for most large banks and credit unions). You can easily select the year to which the payment relates, and you will be provided with an automatic online confirmation that the payment has been accepted. Detailed instructions for using the MyPayment function are below:

Go to the CRA’s MyPayment website:	
https://www.canada.ca/en/revenue-agency/services/e-services/payment-save-time-pay-online.html	
Select “Pay Now” to begin the MyPayment process	<input type="button" value="Pay now"/>
Step 1: Select “Individual income tax (T1)” to make a payment to your personal SIN account	• Individual income tax (T1)
Step 2: Select “2020 – tax return” to make a payment towards your 2020 balance owing	• 2021 - tax return 
Step 3A: Enter your SIN	* Social insurance number (required) <input type="text"/>
Step 3B: Enter the amount of your payment	* Amount (required)  \$ <input type="text"/>
Step 3C: Select “Next”	<input type="button" value="Next"/>
Step 4A: Review your payment information	

Step 4B: Select “Confirm and proceed to pay”	<input type="button" value="Confirm and proceed to pay"/>
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Step 5: Select “Pay now”	<input type="button" value="Pay now"/>
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Step 6: Select a payment method (Step 6A or 6B)

Step 6A: VISA or Mastercard debit	<input type="radio"/>	
Enter your debit card information Note: You <u>cannot</u> pay by credit card	Cardholder Name*:	<input type="text"/>
	Card Number*:	<input type="text"/>
	Expiry Date (MMYY)*:	<input type="text"/>
	Card Security Code*:	<input type="text"/> 
Select “Process Transaction”	<input type="button" value="Process Transaction"/>	

OR

Step 6B: Interac Online	<input type="radio"/>	
Select “Proceed to Online Banking”	<input type="button" value="Proceed to Online Banking"/>	
Select your financial institution <i>You will be directed to login to your online banking to complete payment</i> Note: If your debit card is a VISA or Mastercard debit card use the VISA or Mastercard debit option		
	... or a financial institution in this list: <input type="text" value="... select an institution ..."/> <input type="button" value="Select >"/>	

Financial Institution

Alternatively, you can contact your financial institution or visit the institution's website to see the services offered to make a payment online or over the telephone. Most financial institutions allow you to select the CRA as a payee in their online bill payment section using your Social Insurance Number. You can often schedule future dated payments. You may also make your payment in person at your financial institution free of charge. You will be asked to present your remittance voucher (T7DR(A)) with your payment to the teller. The teller will return the top part to you as a receipt. You can find your remittance voucher included in your Hendry Warren final tax package. For more information please contact your financial institution or visit the CRA’s website at <https://www.canada.ca/en/revenue-agency/services/make-a-payment-canada-revenue-agency/make-payment/general-payment.html> and click on “Pay by online banking”.