



TAX PAYMENT SUBMISSION INSTRUCTIONS FOR CLIENTS

Due to issues with CRA losing payments and / or misapplying them, KD Professional will no longer be offering payment services to our clients. In order to provide the best service possible, we have compiled this fact sheet to provide you with all the information you need to make payments on your taxes.

Payment of Taxes

Personal Tax – All personal tax payments go to the Canada Revenue Agency (CRA) and are due before April 30th. Self-employed individuals **MUST** pay their taxes by April 30th also.

Corporate Taxes – Separate payments must be sent individually to the CRA and Province of AB if your corporation is an Alberta Corporation. Taxes are due 3 months after your year-end.

Paying at the Bank

- In order to pay at the bank you **MUST** have a remittance form (these are sent with your NOA)
- If you do not have the remittance voucher you will have to use either **online payments** or **write a cheque** as per the instructions below.

Writing Cheques

- Cheques **MUST** be written from the personal or business bank account that owes taxes (**DON'T** write corporate cheques for personal, and vice versa).
- Full Business Number / SIN number (Personal) must be in the memo field of the cheque
- Tax year that payment is for must be in the memo field of the Cheque
- Separate cheques **MUST** be written for each type of tax. Federal Corporate, Provincial Corporate, GST/HST, Payroll.
- Personal Taxes only require one cheque to the Federal Government

Federal Government

Canada Revenue Agency
Tax Centre
66 Stapon Road
Winnipeg MB R3C 3M2

Province of AB – Corporate Tax

Tax and Revenue Administration
Alberta Treasury Board and Finance
9811 - 109 Street
Edmonton, AB T5K 2L5

Payable To: **Receiver General**

Payable To: **Alberta Government**

On-line Payments / Electronic Banking

You can use the websites below as a guide to make online payments, or set up payments to the governments directly through your on-line banking. (Please consult your bank for assistance.)

Government Websites

The website links below contain contact phone numbers addresses and detailed information. If the information above does not provide you with enough detail, please consult the websites for full details.

Canada Revenue Agency - <https://www.canada.ca/en/revenue-agency/services/payments-cra.html>

Alberta Finance - http://finance.alberta.ca/publications/tax_rebates/making-payments.html