

Our "Business Portal" is available 24 hours a day, 7 days a week from the convenience of your home or office. It's quick, it's easy. Simply login to complete your online transaction:

- (1) Access our website at [www.taxandland.pe.ca](http://www.taxandland.pe.ca);
- (2) On the right-hand side of the screen in the "Quick Links" section, click on "File and Pay PST On-line";
- (3) Enter your "Username", enter your "Password";
- (4) Click on "Login";
- (5) Click on "Revenue Tax (PST)", this will take you to a menu screen;
- (6) Choose the transaction type from the screen;
- (7) Complete your on-line transaction.

## Option 2

Contact your financial institution to register for the online option offered by Emergis. Your banking service center can provide information on registration, benefits and cost. Once registered, simply login to your internet banking services to complete your transaction:

- (1) Access your internet banking website;
- (2) Click on "Pay and File Business Taxes";(\*)
- (3) Complete the online form;
- (4) Select an account to use for the payment;
- (5) Click "Pay".

(\*) the title of the service listed on the screen may vary depending on the terminology within your particular financial institution.



## Where can I get help?

Providing easy, fast, convenient and safe online services to clients is important to us.

If you have questions, if you need help registering or if you need help making that first online payment ... give us a call ... send us an email ... or drop in.

**Finance and Municipal Affairs**  
Taxation and Property Records

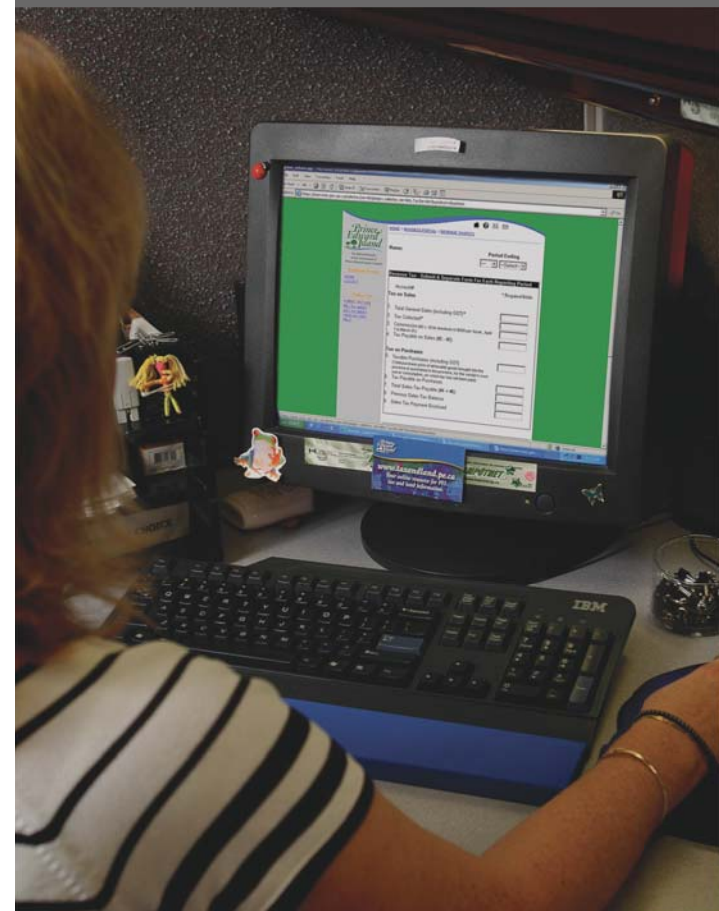
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Finance and  
Municipal Affairs  
Taxation and  
Property Records

# On-Line Services for Revenue Tax (PST) Vendors



Easy, fast, convenient and safe ...  
submit your revenue tax returns and  
payments on-line



Finance and  
Municipal Affairs  
Taxation and  
Property Records

On-line services are available to revenue (PST) tax vendors for remitting monthly revenue tax returns and payments. On-line services are easy to use, fast, convenient and safe.

### ***What are the benefits?***

- Vendors can submit required revenue tax returns and make payments when it is convenient. On-line services are available 24 hours a day, 7 days a week.
- Vendors can save time and money. On-line services do not depend on the out of pocket or human resources required to support cheque processing, mail or manual delivery systems.
- Vendors can use on-line services to track due dates. On-line services allow you to enter information whenever you are ready using post dated scheduling to remit on the date returns and payments are due.
- Vendors can count on confidentiality and security. On-line services offered by Taxation and Property Records are supported by proven national financial institutions.

### ***What On-line Service Options are Available?***

#### ***Option 1 - Register with Taxation and Property Records for use of internet banking.***

This on-line service is managed from the Taxation and Property Records website [www.taxandland.pe.ca](http://www.taxandland.pe.ca). Our website functionality allows you to register for on-line services which include revenue tax return filing and provides a link to your financial institution for completion of your payment.

This on-line service provides options for vendors. Ideally, you would use the full functionality available from Taxation and Property Records which allows you to submit vendor returns on-line, and provides a link to your internet banking service to make payments on-line. Vendors, however, can use components of this functionality to submit vendor returns on-line where other methods are used to submit payments or to submit vendor payments on-line where other methods are used to submit returns.

#### ***Option 2 - Use the Emergis System offered by your financial institution***

This on-line service is available to vendors through their respective financial institution. Most financial institutions offer vendors with business accounts the Emergis service where they can remit revenue tax returns and payments electronically.

The Emergis system is an attractive option for companies with regional offices in P.E.I. who want to remit revenue taxes at a central Canadian location as this system is available to all companies using a Canadian bank account.

Vendors using Emergis have an added advantage - Emergis can also be used to submit returns and payments associated with all other taxes and fees collected by the Taxation and Property Records Division (i.e. property tax, tobacco tax, fuel tax, GeoLinc fees, environment tax, etc.).

### ***How do I get started?***

#### ***Option 1***

Register with Taxation and Property Records for use of internet banking. Simply follow these quick and easy steps.

##### **To Register:**

- (1) Access our website [www.taxandland.pe.ca](http://www.taxandland.pe.ca).
- (2) On the right-hand side of the screen in the "Quick Links" section, click on "File and Pay PST On-line".
- (3) You will be directed to a screen called "Business Portal".
- (4) Click on "Register".
- (5) Enter the data as requested on the registration screen. Note - some data fields are required. Click "Next".
- (6) Click in the box beside "Revenue Tax (PST)". Click "Next".
- (7) Enter a "User Name" and "Password" of your choosing. Confirm your password by re-entering your password in the "Confirm Password" field. Enter a name in the "Mother's Maiden Name" field (this is a required security feature). Click "Finish". This returns you to the login screen.

- (8) To complete the registration you must log in using your user ID and password.
- (9) Enter your revenue tax registration number and your environment tax registration number, if applicable. Click "OK". This will log you out of the business portal.
- (10) You will receive an email when your on-line access has been activated.

Once you are registered, you can access the following on-line services using the "Business Portal":

#### ***Submit a vendor return and make a payment***

This option allows you to submit both a vendor return and an associated payment electronically.

Once you have submitted your return, a link to your financial institution is provided for the completion of your payment. Once on-line to your internet banking site, set up your payment to payee name "Province of PEI - Sales Tax".

Upon completion of your internet banking transaction, a confirmation number will be provided by your financial institution.

#### ***Submit a vendor return***

This option allows you to submit a vendor return (including nil returns) electronically. Payments associated with these returns would be made in person or sent by mail.

#### ***Submit a vendor payment***

This option allows you to submit a vendor payment electronically. These payments may be associated with a vendor return previously submitted or with an outstanding account balance.

A link to your financial institution is provided for the completion of your payment. Once on-line to your internet banking site, set up your payment to payee name "Province of PEI - Sales Tax".

Upon completion of your internet banking transaction, a confirmation number will be provided by your financial institution.