



CIBC Government Payment and Filing Service

Reference Guide

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1.0 Getting Started

1.1 Enrolment

To use CIBC Government Payment and Filing Service (GPFS), you are required to have access to the Internet and must enroll for the service.

How to enroll for access via CIBC Online Banking®

If you are registered for CIBC Online Banking, follow the steps outlined below:

1. Sign into CIBC Online Banking at cibconline.cibc.com
2. Click “**Customer Services**” from the menu on the left and then **Pay and file business taxes**
3. Read the legal agreement that appears online and select **I Agree** to accept the terms and conditions of the service
4. Complete the enrolment information and select **Enroll**, to complete the registration process
5. Once the registration process is complete, the service can be used immediately

If you hold a CIBC Business Banking Convenience Card and would like to register for CIBC Online Banking:

- Visit cibc.com, contact your CIBC business advisor or CIBC Telephone Banking at [1 800 465-CIBC \(2422\)](tel:1800465CIBC)

How to enroll for the Direct Online Portal

Business Banking Clients — Contact your CIBC business advisor or CIBC Telephone Banking at [1 800 465-CIBC \(2422\)](tel:1800465CIBC)




Commercial Banking Clients — Contact your CIBC Representative or the CIBC Business Contact Centre at [1 888 947-7736](tel:18889477736)

Once you have been successfully enrolled, you will receive a welcome email with your CIBC GPFS ID and a separate email with your temporary password.

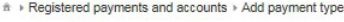
2.0 GPFS via CIBC Online Banking

2.1 Signing on via CIBC Online Banking

1. Sign onto CIBC Online Banking at cibconline.cibc.com
2. Click “**Customer Services**” from the menu on the left and then “**Pay and file business taxes**”
3. At your first sign on, the service will prompt you to add your payment type
4. Proceed to section [6.1 Add a payment type](#).

 **Government Payment & Filing Service** User Name  Sign Off 

Company Name (103000215) PFS ID: 103000215



Add payment type

1

2

3

Select payment type

Enter details


Confirmation

Please select a payment type category

Government tax payment and filing service:






☒ All tax

☐ Federal tax

☐ Provincial tax 

Select a payment type and click Next

Payment type
Air Traveller's Security Charge
Federal - Corporation Tax Payments
Federal - Excise Duty
Federal - Excise Tax
Federal - GST/HST Return
Federal - GST/HST Payment
Federal - Non-Resident Withholding Tax-Part XIII
Federal - Personal Tax Instalment
Federal Payroll Deductions - Regular/Quarterly
Federal Payroll Deductions - Threshold 1

1 - 10 of 63   1 2 3 4 5 6 7   10  rows per page

Cancel

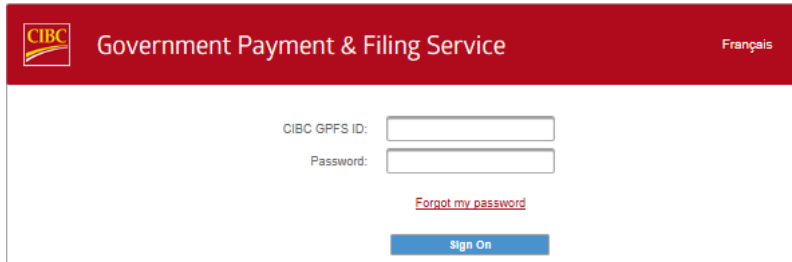
Next

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

3.0 GPFS via Direct Online Portal

3.1 Signing on via Direct Online Portal

1. Visit <https://cibc.can-act.com>
2. At the **Government Payment & Filing Service — Sign on page**, enter your CIBC GPFS ID and Password and click the **Sign On** button.



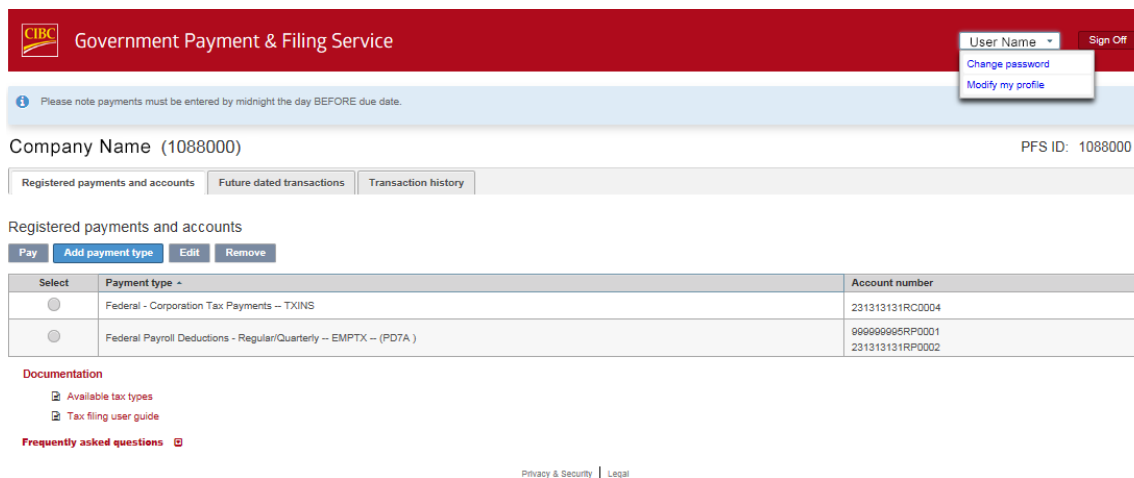
The screenshot shows the CIBC Government Payment & Filing Service Sign On page. It features a red header with the CIBC logo and the text "Government Payment & Filing Service" and "Français". Below the header, there are two input fields: "CIBC GPFS ID:" and "Password:". A link "Forgot my password" is positioned below the password field. A blue "Sign On" button is at the bottom of the form.

For more information:
Small Business Clients - please [click here](#)
Commercial Banking or Large Corporate Clients - please [click here](#)

3. At your first sign on, the service will prompt you to change your temporary password.
4. The **Change Password** screen will automatically appear the first time you log on. Follow the instructions on the page to change your password.

3.2 Change Password

1. Select **Change Password** from the drop down menu at the top of page under your user name to the left of **Sign Off**.



The screenshot shows the CIBC Government Payment & Filing Service User Dashboard. The header is red with the CIBC logo and "Government Payment & Filing Service". On the right, there is a "User Name" dropdown menu with a "Sign Off" button. Below the header, a blue banner contains a message: "Please note payments must be entered by midnight the day BEFORE due date." The main content area shows "Company Name (1088000)" and "PFS ID: 1088000". There are three tabs: "Registered payments and accounts", "Future dated transactions", and "Transaction history". The "Registered payments and accounts" tab is active, showing a table with columns "Select", "Payment type", and "Account number". The table lists two payment types: "Federal - Corporation Tax Payments - TXINS" and "Federal Payroll Deductions - Regular/Quarterly - EMPTX - (PD7A)". Below the table, there is a "Documentation" section with links to "Available tax types" and "Tax filing user guide". At the bottom, there is a "Frequently asked questions" link and a "Privacy & Security | Legal" link.

Select	Payment type	Account number
<input type="radio"/>	Federal - Corporation Tax Payments - TXINS	231313131RC0004
<input type="radio"/>	Federal Payroll Deductions - Regular/Quarterly - EMPTX - (PD7A)	999999999RP0001 231313131RP0002

2. The **Change Password** screen will appear.

CIBC Government Payment & Filing Service User Name Sign Off

Please note payments must be entered by midnight the day BEFORE due date.

Company Name (1088000) PFS ID: 1088000

Administration > Change password

Change Password

* Indicates required fields

1 Change Password

Enter current password: *

Enter new password: *

Re-enter new password: *

Cancel Clear all Save

Your new password

- must be 8 to 12 characters in length
- must consist of a combination of letters, numbers and special characters (i.e. symbols like #, %, \$, *) that are hard for others to guess
- must be different from your previous 5 passwords

Examples:

- valid password: 1ESy(r3pW*)
- invalid password: abc123, password, 12345678

Privacy & Security | Legal

3. Enter your current and new password following instructions on the page.
4. Click **Save** button to confirm your password change.
5. Once your password change has been confirmed, click the **Done** button to continue or **Sign off** button to end your session.

CIBC Government Payment & Filing Service User Name Sign Off

Company Name (1088000) PFS ID: 1088000

Change Password

1 Change Password

2 Confirmation

✓ Password has been changed successfully.

Done

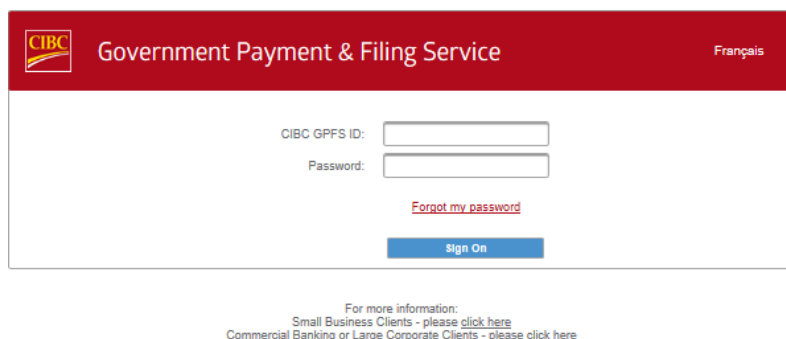
Privacy & Security | Legal

3.3 Forgot my Password

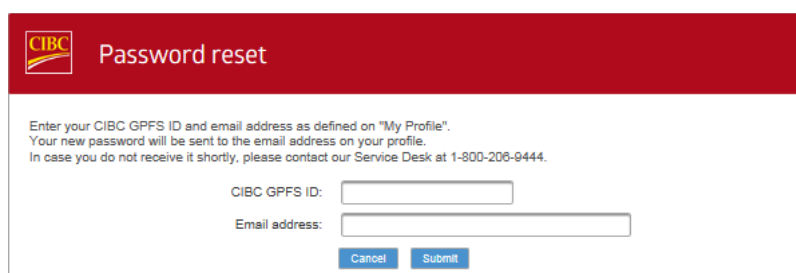
If you have forgotten your password, you may reset your password online provided you know your email address in your profile by following the below steps.

Company Administrators may also reset password for authorized users (see [Section 5.5 Reset User Password](#))

1. On the GPFS Sign On screen, click **Forgot my password link**



2. **Reset password** screen will appear.



3. Enter the required information and follow the instructions to have your password reset. A temporary password will be emailed to the email address in your user profile.

3.4 Company Administrator Roles — Multiple Users Only

A company may have up to 2 Company Administrators and 9,900 Authorized Users.

Company Administrator(s) set up and maintain the company profile, including the company transaction limit, number of authorizations required, language, and billing account.

Company Administrator(s) add, delete or modify users, set user approval limits, reset user passwords and determine payment type access (Payment type access provides the ability to add, delete or modify payment types, such as GST/HST, etc.). For more information, see section [5.0 Direct Online Portal — Company Administrator Role](#).

Dual Administrator Controls

This feature is an added control, which ensures transactions or changes initiated by Company Administrators are approved by a second Company Administrator. This requirement is determined at the time of enrolment and can only be changed by completing and submitting a new enrolment form.

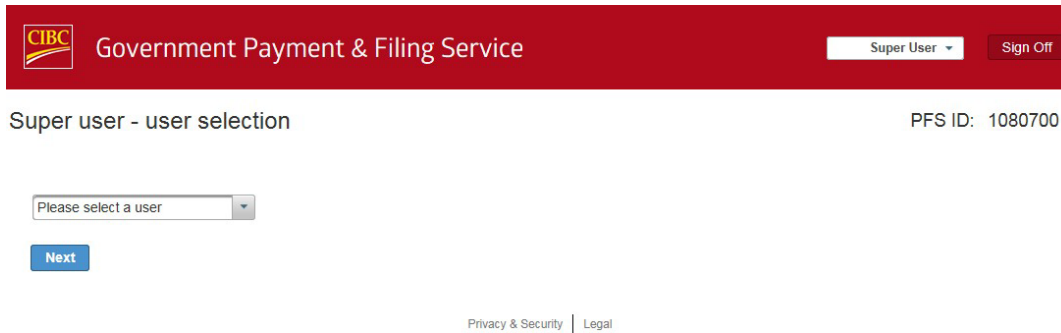
Example: Company Administrator #1 will add a new authorized user and set up the user profile. Company Administrator #2 must approve the addition of the new user before the user can access the system.

3.5 Super User Role

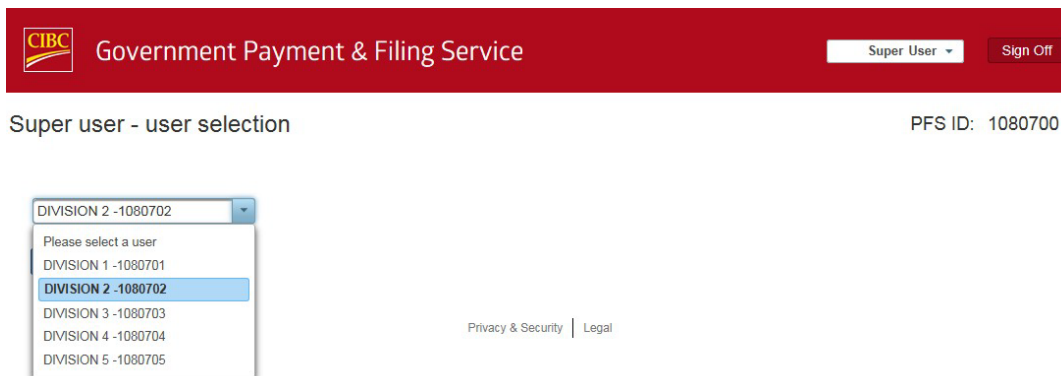
The Super User attribute allows a company with multiple subsidiary companies to use one User ID to conduct tax payments for all companies. Using a Super User Id and password, you can navigate from one company's tax profile or Sub-User to another within the same login session without re-authentication.

There will only be one entry point, via the Super-User ID and password. The Super User will be responsible for adding the required payment types for each Sub User as well as entering and scheduling Tax payments. Additionally, all payments will be debited from the Sub-Users bank account.

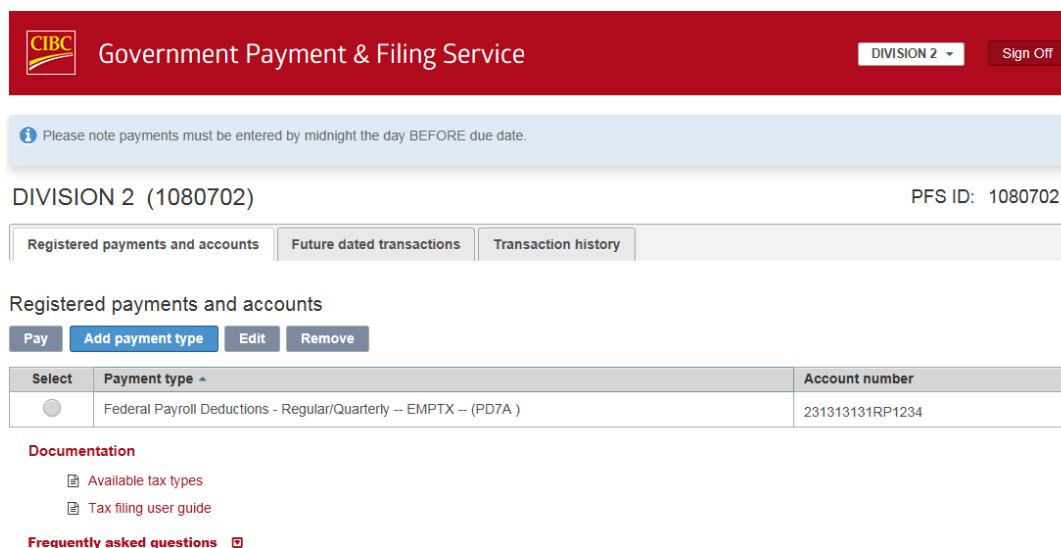
- Once the Super User signs onto GPFS, the User Selection page will appear.



- The Super User can select the **“Please select a user”** drop down menu to select a GPFS Company profile and click on the **NEXT** button.



- The Super User can now conduct tax payments specifically for the selected profile



Select	Payment type	Account number
<input type="radio"/>	Federal Payroll Deductions - Regular/Quarterly -- EMP TX -- (PD7A)	231313131RP1234

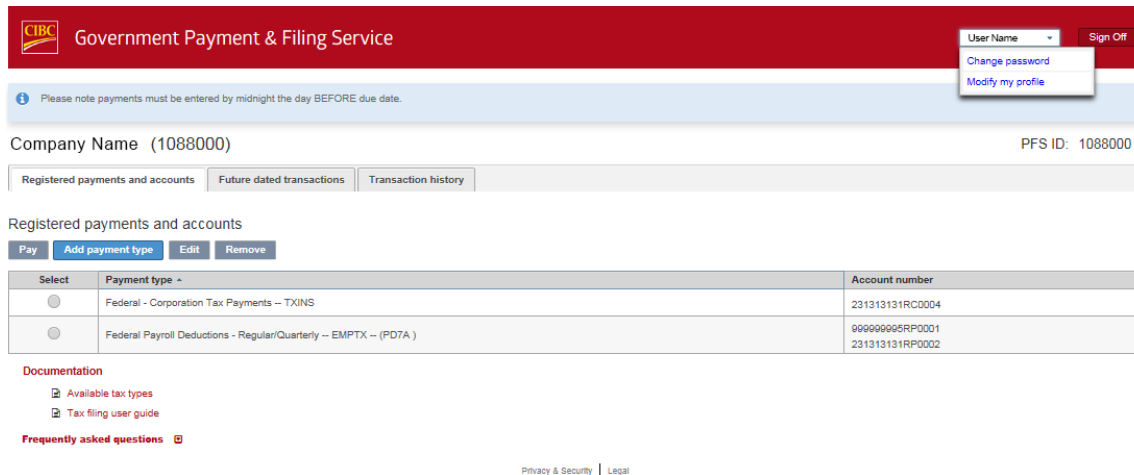
4.0 Modify My Profile

It's important for you to keep your information up to date, including your email address. By keeping your contact information up to date, you can:

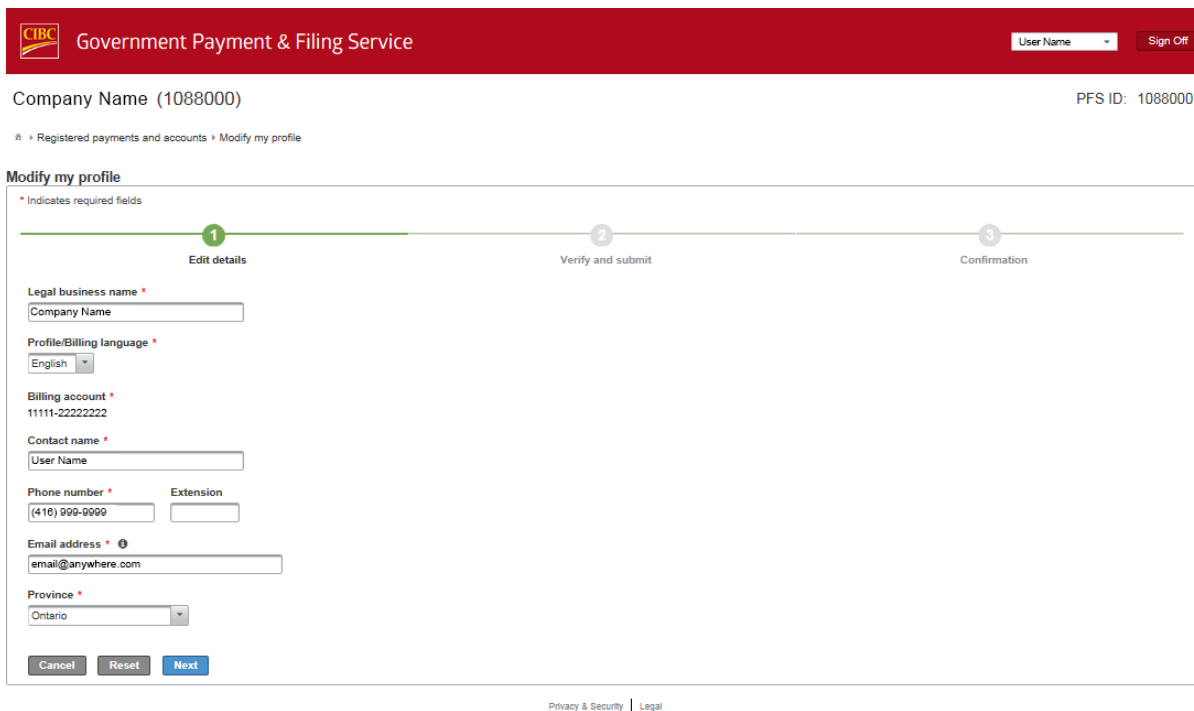
- retrieve your password online;
- properly authenticate yourself when calling the Technical Service Desk.

To update your profile,

1. Select **Modify my profile** from the drop down menu at the top of page under your user name to the left of **Sign Off**.



2. **Modify my profile** screen will appear.



3. Enter your changes and click on **Next** button and follow the instructions to Submit and Confirm the changes.

5.0 Direct Online Portal — Company Administrator Role

Company Administrators sign on to GPFS as described in [Section 3.1 — Signing on via Direct Online Portal](#)

5.1 Company Profile

The Company Administrator must set up the company profile.

1. From the **Administration** screen click on **Edit profile**.

The screenshot shows the CIBC Government Payment & Filing Service Administration interface. At the top, there is a red header with the CIBC logo and the text "Government Payment & Filing Service". On the right, there is a "User Name" dropdown and a "Sign Off" button. Below the header, the "Administration" section is active, and the "PFS ID: 1099161-0001" is displayed. The "Company profile" section is highlighted, showing the following details:

Company ID:	1099161	Company name:	Company Name
# of authorizations required:	0	Billing language:	English
Company transaction limit:	\$99,999,999	Billing account:	11111-22222222222

Below the company profile, there is a "User profiles" section with buttons for "Add user", "Modify user", "Delete user", and "Reset user password". A table with columns "ID", "Name", "Status", "Password", "Approval limit", "Email address", and "Payment type access" is shown, but it contains no records. At the bottom, there are links for "Privacy & Security" and "Legal".

2. Here the Company Administrator can modify the company name, the number of authorizations required for each initiated transaction, what the company limit will be, contact name and phone number and the billing account.
3. Enter your changes, click the **Next** button and follow the instructions to complete company profile set up.

The screenshot shows the "Edit company profile" screen in the CIBC Government Payment & Filing Service. The header is the same as the previous screenshot. The "Company profile" section is active, and the "PFS ID: 1099161-0001" is displayed. The "Edit company profile" section is highlighted, showing a progress bar with three steps: "1. Edit details", "2. Verify and submit", and "3. Confirmation". The "Edit details" step is currently active, and the following fields are visible:

- Company ID: 1099161
- Company name: * (required field) [Company Name]
- # of authorizations required: [0] (dropdown menu)
- Company transaction limit: [No company limit] (radio button selected) [\$ 99,999,999]
- Billing language: [English] (dropdown menu)
- Billing account: 11111-22222222222
- Province: * (required field) [Select] (dropdown menu)

At the bottom, there are buttons for "Cancel", "Reset", and "Next". At the very bottom, there are links for "Privacy & Security" and "Legal".

The **# of Authorizations Required** can be set to a maximum of 3 approvals per initiated transaction. This can be changed by using the drop down menu.

The **Company Transaction Limit** is optional. This is an added control that will require an additional approval for any transaction above the **Company Transaction Limit**. This is an additional approval requirement above the **# of Authorizations Required**.


Example: Assume the **# of Authorizations Required** is set at 1 and the **Company Transaction Limit** is set at \$1,000,000. A transaction that was initiated for \$40,000 would only require 1 approval. However, a transaction that was initiated for \$1,100,000, would require 2 approvals as the amount is greater than the **Company Transaction Limit**.

The **Billing Account** can be changed by using the drop down menu and selecting the appropriate account.



5.2 Adding a User

Once successfully signed on, the Company Administrator will be brought to the **Administration** screen.

- 1. To add a new user, click the **Add user** button.



Government Payment & Filing Service

User Name  

Administration

PFS ID: 1099161-0001

Company profile

[Edit profile](#)

Company ID: 1099161

Company name: Company name

of authorizations required: 0

Billing language: English

Company transaction limit: \$99,999,999

Billing account: 1111-222222222222







User profiles

Add user

Modify user

Delete user

Reset user password

	ID 	Name 	Status	Password	Approval limit	Email address	Payment type access
No records found.							
0 - 0 of 0 <div></div>							

Privacy & Security | Legal

This will bring you to the **Add user profile** screen.

2. Fill in the users **Name**, **Approval Limit**, **Phone number / Extension**, **Email address**, and select their **Payment Type Access**.

The screenshot shows the 'Add user profile' form within the CIBC Government Payment & Filing Service interface. The header is red with the CIBC logo and 'Government Payment & Filing Service' text. On the right, there's a 'User Name' dropdown and a 'Sign Off' button. Below the header, 'User management' is on the left and 'PFS ID: 1099161-0001' is on the right. A breadcrumb trail reads 'Administration > Add user profile'. The form title is 'Add user profile'. A progress bar at the top indicates three steps: 1. Edit details (active), 2. Verify and submit, and 3. Confirmation. The form fields include: 'Name' (required), 'Approval limit' (required), 'Phone number' (required) and 'Extension' (optional), 'Email address' (required), 'Allowed to add payment type' (radio buttons for Yes/No, with 'No' selected), and 'Language' (dropdown menu set to 'English'). At the bottom are 'Cancel', 'Reset', and 'Next' buttons. A footer link for 'Privacy & Security | Legal' is also present.

A user's **Approval Limit** is the highest transaction amount a user can approve.

A user's **Payment Type Access** determines if the user has the ability to add, modify or remove payment types (i.e. Payroll, GST/HST, etc.).

3. Once complete, click on the **NEXT** button and follow the instructions to complete user set up.
New user will receive a welcome email with their CIBC GPFS ID and a separate email with their temporary password.

5.3 Modify a User

1. From the **Administration** screen, click the radial button beside the user ID you wish to modify, then click the **Modify User** button.

CIBC Government Payment & Filing Service User Name Sign Off

Administration PFS ID: 1099161-0001

Company profile

[Edit profile](#)

Company ID: 1099161 Company name: Company Name
of authorizations required: 0 Billing language: English
Company transaction limit: \$99,999,999 Billing account: 1111-2222222222

User profiles

Add user Modify user Delete user Reset user password

ID	Name	Status	Password	Approval limit	Email address	Payment type access
1099161-0103	User Name	User action required		\$10,000	email@anywhere.com	Yes

1 - 1 of 1 1 Privacy & Security Legal

This will bring you to the **Modify User Profile** screen.

2. Change the user details and click the **Next** button.

CIBC Government Payment & Filing Service User Name Sign Off

User management PFS ID: 1099161-0001

Administration > Modify user profile

Modify user profile

* Indicates required fields

1 Edit details 2 Verify and submit 3 Confirmation

User ID: 1099161-0103

Name *
User Name

Approval limit *
\$10,000

Phone number * Extension
(416) 999-9999

Email address: *
email@anywhere.com

Allowed to add payment type *
☒ Yes ☐ No

Language: *
English

Cancel Reset Next

Privacy & Security Legal

The change you have made will be highlighted along with the prior information.

3. Click on the **Submit** button to save the changes.

CIBC Government Payment & Filing Service User Name Sign Off

User management PFS ID: 1099161-0001

Administration > Modify user profile

Modify user profile

1 ☒ Edit details 2 ☒ Verify and submit 3 ☐ Confirmation

User ID
1099161-0103

Name
User Name

Approval limit
\$1,000
Prior: \$10,000

Phone number Extension
(416) 999-9999

Email address:
email@anywhere.com

Allowed to add payment type
Yes

Language
English

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

4. A **Modify user profile — confirmation** Screen will appear, indicating the user has been updated successfully.

CIBC Government Payment & Filing Service User Name Sign Off

User management PFS ID: 1099161-0001

Administration > Modify user profile

☒ User has been updated successfully.

Modify user profile

1 ☒ Edit details 2 ☒ Verify and submit 3 ☒ Confirmation

User ID
1099161-0103

Name
User Name

Approval limit
\$1,000

Phone number Extension
(416) 999-9999

Email address:
email@anywhere.com

Allowed to add payment type
Yes

Language:
English

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

5.4 Delete a User

1. From the **Administration screen**, click the radial button beside the user ID you wish to delete (the selected user highlighted), then click the **Delete User** button.

Administration PFS ID: 1099161-0001

» Administration

Company profile

[Edit profile](#)

Company ID	1099161	Company name	Company Name
# of authorizations required:	0	Billing language:	English
Company transaction limit:	\$99,999,999	Billing account:	1111-222222222222

User profiles

[Add user](#) [Modify user](#) [Delete user](#) [Reset user password](#)

ID	Name	Status	Password	Approval limit	Email address	Payment type access
1099161-0103	User Name		User action required	\$1,000	email@anywhere.com	Yes

1 - 1 of 1

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

2. A pop up screen will appear confirming your request to delete the user.
3. Click **OK** to continue.

Delete user ✕

Are you sure you want to delete user 1099161-0103 ?

[OK](#) [Cancel](#)

4. A **Confirmation Screen** will appear, indicating the user has been deleted.

Delete user ✕

User has been deleted.

[OK](#)

5.5 Reset User Password

1. From the **Administration screen**, click the radial button beside the user ID you wish to reset the password, then click the **Reset user password** button.

Administration PFS ID: 1099161-0001

» Administration

Company profile

[Edit profile](#)

Company ID	1099161	Company name	Company Name
# of authorizations required:	1	Billing language:	English
Company transaction limit:	\$99,999,999	Billing account:	1111-2222222222

User profiles

[Add user](#) [Modify user](#) [Delete user](#) [Reset user password](#)

ID	Name	Status	Password	Approval limit	Email address	Payment type access
1099161-0104	User Name		User action required	\$1	email@anywhere.com	Yes

2. Pop up screen will appear confirming your request to reset the user password.

Reset password

Are you sure you want to reset the password for user 1099161-0104 ?

[Cancel](#) [OK](#)

3. Click **OK** to continue.
4. A **Confirmation Screen** will appear, indicating the user password has been reset. The user will receive an email indicating their temporary password to logon.

Reset password

Password has been reset.

[OK](#)

5.6 Modify Company Administrator User

To add/change the Company Administrator after the initial set up, please contact the CIBC Business Client Centre at 1 888 947-7736.

6.0 Authorized Users

6.1. Adding a Payment Type

Before you can pay and file your taxes, you must add the payment type you would like to use.

Note: At your first sign on, the service will prompt you to add your payment type. Proceed to step 2 to register your payment type and tax account.

Once you have registered your payment type and tax account, subsequent sign on will display **Registered payments and accounts** menu with the list of payment type and account registered as in step 1.

1. From the **Registered payments and accounts screen**, click on **Add Payment Type**.

The screenshot shows the CIBC Government Payment & Filing Service interface. At the top, there's a red header with the CIBC logo, the service name, and a 'Sign Off' button. Below the header, the user's company name (1088000) and PFS ID (1088000) are displayed. A navigation bar contains three tabs: 'Registered payments and accounts' (selected), 'Future dated transactions', and 'Transaction history'. Under the 'Registered payments and accounts' tab, there are buttons for 'Pay', 'Add payment type', 'Edit', and 'Remove'. A table lists the registered payment types and their corresponding account numbers. Below the table, there are links for 'Documentation' (Available tax types, Tax filing user guide) and 'Frequently asked questions'. At the bottom, there are links for 'Privacy & Security' and 'Legal'.

Payment type	Account number
Federal - Corporation Tax Payments -- TXINS	231313131RC0002
Federal Payroll Deductions - Regular/Quarterly -- EMPTX-- (PD7A)	999999995RP0001 231313131RP0002

2. From **Add payment Type** screen, select the payment type required by moving your cursor to the payment type, and click on it (payment type selected will be highlighted).

You may filter by category at the top to narrow your search, or expand list by increasing rows per page at the bottom of the screen.

The screenshot shows the 'Add payment type' screen. At the top, there's a red header with the CIBC logo, the service name, and a 'Sign Off' button. Below the header, the user's company name (1088000) and PFS ID (1088000) are displayed. The main content area is titled 'Add payment type' and features a progress bar with three steps: 'Select payment type' (current step), 'Enter details', and 'Confirmation'. Under the 'Select payment type' step, there's a section for 'Please select a payment type category' with radio buttons for 'All tax', 'Federal tax', and 'Provincial tax'. Below this, there's a section for 'Select a payment type and click Next' with a list of payment types. The 'Federal - Corporation Tax Payments' option is highlighted. At the bottom, there are 'Cancel' and 'Next' buttons. A pagination bar at the bottom shows '1 - 10 of 63' and a 'rows per page' dropdown set to '10'.

3. Click on the **Next** button.
4. Complete the required information and click the **Next** button.

CIBC Government Payment & Filing Service User Name ▼ Sign Off

Company Name (1088000) PFS ID: 1088000

[Registered payments and accounts](#) > Add payment type

Add payment type

Federal - Corporation Tax Payments

1 Select payment type 2 Enter details 3 Confirmation

* Required information

Tax account number *

Fiscal year begins (month/day) *

January 01

Cancel Back Next

Privacy & Security | Legal

5. When an error message is displayed, re-enter the correct information, then click **Next** button.
6. Once you have received confirmation that the payment type has been added, you may choose:
 - **Add another account** — This will take you back to the Add Payment Type screen.
 - **Registered payments and accounts** screen by moving your cursor to the link at the top of the page and click on it.
 - **Sign off**

CIBC Government Payment & Filing Service User Name ▼ Sign Off

Company Name (1088000) PFS ID: 1088000

[Registered payments and accounts](#) > Add payment type

Add payment type

Federal - Corporation Tax Payments

1 Select payment type 2 Enter details 3 Confirmation

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

Tax account number
231313131RC0005

Fiscal year begins (month/day)
Jan/01

Add another account Done

Privacy & Security | Legal

6.2 Edit Payment Type

On occasion, changes to payment types may be required, i.e. correcting errors, changes in tax account numbers, etc.

1. From the **Registered payments and accounts screen**, click the radial button beside the payment type you would like to edit (selected payment type highlighted) and then click the **Edit** button.

The screenshot shows the CIBC Government Payment & Filing Service interface. At the top, there's a red header with the CIBC logo and 'Government Payment & Filing Service'. Below this, the 'Company Name' is '(1088000)' and 'PFS ID' is '1088000'. There are three tabs: 'Registered payments and accounts' (selected), 'Future dated transactions', and 'Transaction history'. Under the selected tab, there are buttons for 'Pay', 'Add payment type', 'Edit', and 'Remove'. A table lists two payment types: 'Federal - Corporation Tax Payments -- TXINS' (selected with a blue circle) and 'Federal Payroll Deductions - Regular/Quarterly -- EMPTX-- (PD7A)'. Each row has an 'Account number' column. Below the table, there's a 'Documentation' section with links for 'Available tax types' and 'Tax filing user guide', and a 'Frequently asked questions' link. At the bottom, there are links for 'Privacy & Security' and 'Legal'.

Payment type	Account number
<input checked="" type="radio"/> Federal - Corporation Tax Payments -- TXINS	231313131RC0002 231313131RC0004
<input type="radio"/> Federal Payroll Deductions - Regular/Quarterly -- EMPTX-- (PD7A)	999999999RP0001 231313131RP0002

2. If there are more than one registered tax account for the selected payment type, select the tax account number you would like to edit (selected tax account number highlighted), and click the **Next** button.

The screenshot shows the 'Edit payment type' screen. At the top, there's a red header with the CIBC logo and 'Government Payment & Filing Service'. Below this, the 'Company Name' is '(1088000)' and 'PFS ID' is '1088000'. There's a breadcrumb trail: 'Registered payments and accounts > Edit payment type'. The main heading is 'Edit payment type'. Below this, there's a progress bar with three steps: '1 Select payment type', '2 Enter details', and '3 Confirmation'. The current step is '1 Select payment type'. The selected payment type is 'Federal - Corporation Tax Payments'. Below this, there's a table with the instruction 'Click in a row to select an account to edit/delete'. The table has two columns: 'Account number' and 'Fiscal year begins (month/day)'. The first row is highlighted in blue. At the bottom, there are 'Cancel' and 'Next' buttons. At the very bottom, there are links for 'Privacy & Security' and 'Legal'.

Account number	Fiscal year begins (month/day)
231313131RC0002	Jan/01
231313131RC0004	Jan/01

3. Make the necessary changes in the appropriate fields and click the **Save** button.

CIBC Government Payment & Filing Service User Name Sign Off

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts > Edit payment type

Edit payment type

Federal - Corporation Tax Payments

Select payment type Enter details Confirmation

Please note that all related future dated transactions will be updated in the new account.

* Required information

Tax account number *
231313131RC0001

Fiscal year begins (month/day) *
January 01

Cancel Save

Privacy & Security | Legal

4. The **Edit payment type — confirmation** screen will appear, indicating the changes have been accepted.

CIBC Government Payment & Filing Service User Name Sign Off

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts > Edit payment type

Edit payment type

Federal - Corporation Tax Payments

Select payment type Enter details Confirmation

The following payment type has been updated in your payment list. 0 future dated payments have been updated with the new account number.

Tax account number
231313131RC0002

Fiscal year begins (month/day)
Jan/01

Done



Privacy & Security | Legal

6.3 Remove a Payment Type


If a payment type must be removed, prior to removing it, any future dated payments / filings must be cancelled. See [6.8 Approve or Cancel a Payment](#).

1. From the **Registered payments and accounts Menu**, click the radial button beside the payment type you would like to remove, and click the **Remove** button.

-
2. If there are more than one tax account registered for the payment type, select the tax account you would like to remove by moving your cursor to it and click on it (selected tax account will be highlighted).

 Government Payment & Filing Service User Name  Sign Off

Company Name (1088000) PFS ID: 1088000

 Registered payments and accounts Remove payment type

Remove payment type

1

Select account

2

Verify and submit

3

Confirmation

Federal - Corporation Tax Payments



Click in a row to select an account to edit/delete

Account number	Fiscal year begins (month/day)
231313131RC0002	Jan/01
231313131RC0004	Jan/01


Cancel Next

Privacy & Security | Legal


-
-
3. Click the **Next** button.
4. Verify and confirm your request by clicking on the **Remove** button.

 Government Payment & Filing Service User Name  Sign Off

Company Name (1088000) PFS ID: 1088000

 Registered payments and accounts Remove payment type

Remove payment type

 Federal - Corporation Tax Payments

1

Select account

2

Verify and submit

3

Confirmation

This payment type will be removed from your payment list. Past transaction history will not be affected. Select Remove to continue.



Tax account number
231313131RC0002

Fiscal year begins (month/day)
Jan/01

Cancel Remove

Privacy & Security | Legal


5. The **Remove payment type — confirmation** screen will appear, indicating the payment has been removed.


 Government Payment & Filing Service User Name  Sign Off


Company Name (1088000) PFS ID: 1088000


» Registered payments and accounts » Remove payment type


Remove payment type

 Federal - Corporation Tax Payments

 Select account

 Verify and submit

 Confirmation

 Account has been removed.

Tax account number
231313131RC0002

Fiscal year begins (month/day)
Jan/01



Done

Privacy & Security | Legal

6.4 Making a Payment — No Additional Approvals Needed

Now that you have set up your payment type(s), you are ready to pay and file taxes!

1. In the **Registered payments and accounts Menu** screen, you will see a list the payment types that you have previously set up. Select the payment you would like to make by clicking on the radial button beside it, then click the **Pay** button.

 Government Payment & Filing Service User Name  Sign Off

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts Future dated transactions Transaction history



Registered payments and accounts

Pay


Add payment type


Edit


Remove

Payment type ^	Account number
 Federal - Corporation Tax Payments -- TXINS	231313131RC0004
 Federal Payroll Deductions - Regular/Quarterly -- EMPTX -- (PD7A)	999999995RP0001 231313131RP0002

Documentation

 Available tax types

 Tax filing user guide

Frequently asked questions 

Privacy & Security | Legal

2. In the **Make a payment** screen, select the bank account you would like to make the payment from by using the **Pay from** drop down menu.

If you don't see the bank account you would like to make the payment from, you will need to request to have it added. See [Section 8.0](#).

3. Fill in the other fields, as required, and click the **Next** button.

CIBC Government Payment & Filing Service User Name Sign Off

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts Make payment

Make a payment

Federal - Corporation Tax Payments

1 Enter payment details 2 Verify and submit 3 Confirmation

* Required information

Accounts

Pay from * 11111-22222222 Tax account to pay * 231313131RC0004

Payment

Period ending * yyyy mm dd Amount owing \$0.00 ⓘ

Interim \$0.00 ⓘ

Payment on filing \$0.00 ⓘ

Payment date * 2016 Aug 26 Total payment * \$0.00 ⓘ

Cancel Next

Privacy & Security | Legal

4. Once you have verify the information is correct click the **Submit** button.

CIBC Government Payment & Filing Service User Name Sign Off

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts Make payment

Make a payment

Federal - Corporation Tax Payments

1 Enter payment details 2 Verify and submit 3 Confirmation

Please verify details and click on the submit button.

Accounts

Pay from 11111-22222222 Tax account to pay 231313131RC0004

Payment

Period ending 2016 Aug 26 Amount owing \$1.00

Interim \$0.00

Payment on filing \$0.00

Payment date 2016 Aug 26 Total payment \$1.00

Cancel Back Submit

Privacy & Security | Legal

5. If you do not want to proceed with the payment, click **Cancel**, and this will bring you back to the **Registered payments and accounts** screen.

6. When you click **Submit**, you will receive a confirmation number, indicating the payment has been accepted by the system.

The screenshot displays the CIBC Government Payment & Filing Service interface. At the top, the header shows the CIBC logo, the service name, and a 'User Name' dropdown with a 'Sign Off' button. Below the header, the 'Company Name' is listed as (1088000) and the 'PFS ID' is 1088000. A breadcrumb trail indicates the path: Registered payments and accounts > Make payment. The main section is titled 'Make a payment' and features a progress bar with three steps: 'Enter payment details', 'Verify and submit', and 'Confirmation'. The 'Confirmation' step is currently active, indicated by a green checkmark and the number '3'. Below the progress bar, a green box confirms the payment: 'Payment made successfully' with a confirmation number of 5000020. The 'Accounts' section shows the 'Pay from' account as 11111-22222222 and the 'Tax account to pay' as 231313131RC0004. The 'Payment' section details the 'Period ending' as 2016 Aug 25, the 'Amount owing' as \$1.00, and the 'Total payment' as \$1.00. At the bottom, there are buttons for 'Make another payment', 'Print', and 'Done'. A note at the bottom states: 'You can click on the 'Print' button to print this page for future reference. Please note: If you need to cancel this transaction, please access the 'Future dated transactions' tab.'

7. Once you have received confirmation that the payment has been accepted, you may choose:
- **Print** — This will print a copy of the payment confirmation
 - **Make another payment** — This will take you back to step 3 to make another payment for the same tax account.
 - **Done** — This will take you back to the Registered payments and accounts screen.
 - **Sign off**

6.5 Making a Payment — Multiple Authorizations Required

There are certain situations where a payment will require one or more approvals in order to process the payment instructions.

A company may require 0, 1, 2, or 3 approvals for every transaction initiated. This is determined by your Company Administrator. The maximum number of approvals for any transaction is 3.


Each user may be assigned an “authorization limit”, as determined by your Company Administrator. Any transaction initiated by a user over their authorization limit, will automatically require approval by another authorized user.

1. To make a payment, follow the same process in section [6.4 Make a payment — No Additional Approval Required](#).
2. If the payment amount is greater than your authorized limit, or if multiple approvals are required, an initiated payment will automatically go to a “pending approval” status once the payment instructions have been accepted by the system

6.6 Pending Transactions

If there are pending transactions on GPFS, you will be brought to the **Transaction Pending Approvals** screen as soon as you log on. This screen provides a snap shot of any transactions in a “pending approval” status.

You could also navigate to this screen by clicking on the **Transaction Approvals** tab at the top.

 Government Payment & Filing Service User Name ▾ Sign Off

Please note payments must be entered by midnight the day BEFORE due date.

Company Name (1099161) PFS ID: 1099161-0104

Registered payments and accounts Future dated transactions Transaction history Transaction approvals

Transaction Pending Approvals

Select row to view details and to do approvals:

Transaction type	Payment date	Amount	Account number	Status	Approved/Required
TXINS	2016 Sep 23	\$1.00	231313131RC0001	Pending approval	0/1


1 - 1 of 1 1 25 rows per page

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

6.7 View a Payment

To view details of a pending transaction from the **Transaction Pending Approvals** screen, select the appropriate transaction.


This will bring you to the **Pending Approval — details** screen.

 Government Payment & Filing Service User Name ▾ Sign Off

Company Name (1099161) PFS ID: 1099161-0104

» Transaction Pending Approvals » Pending approval - details

Pending approval - details

 Federal - Corporation Tax Payments

[Payment summary](#)

Status: Pending approval

Approvals: 0 of 1 approved

Creation date & time: 2016 Sep 22 10:53:03

Created by: User Name

Payment date: 2016 Sep 23

Payment amount: \$1.00

Pay from: 11111-22222222

[Transaction details](#)

Tax account to pay: 231313131RC0001

Period ending: 2016 Sep 22

Amount owing: \$1.00

Interim: \$0.00

Payment on filing: \$0.00



Total payment: \$1.00

Audit Cancel Transaction Back to List Approve

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

6.8 Approve or Cancel a Pending Payment


1. From the **Pending Approval — details** screen, you may now click the **Approve** button, to approve the transaction or click the **Cancel** button to cancel the transaction.

 Government Payment & Filing Service User Name  Sign Off

Company Name (1099161) PFS ID: 1099161-0104

[Transaction Pending Approvals](#) > Pending approval - details

Pending approval - details

 Federal - Corporation Tax Payments

[Payment summary](#)

Status:	Pending approval	Payment date:	2016 Sep 23
Approvals:	0 of 1 approved	Payment amount:	\$1.00
Creation date & time:	2016 Sep 22 10:53:03	Pay from:	11111-22222222
Created by:	User Name		

[Transaction details](#)

Tax account to pay:	231313131RC0001
Period ending:	2016 Sep 22
Amount owing:	\$1.00
Interim:	\$0.00
Payment on filing:	\$0.00
Total payment:	\$1.00

Audit Cancel Transaction Back to List Approve

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

2. The payment is then in a **To be processed** or **Cancelled** status. A confirmation number will be assigned.
3. You can now click on:
 - **Return to Transaction Pending Approval screen**
 - **Main Menu**
 - **Sign off**

6.9 View Future Dated Transaction

1. From the **Main Menu** screen, click on **Future dated transactions** tab. This will bring you to the **Search future dated transaction** screen.

The screenshot shows the CIBC Government Payment & Filing Service interface. At the top is a red header with the CIBC logo and the text 'Government Payment & Filing Service'. To the right of the header are two buttons: 'User Name' with a dropdown arrow and 'Sign Off'. Below the header is a light blue banner with an information icon and the text: 'Please note payments must be entered by midnight the day BEFORE due date.' Below the banner, the text 'Company Name (1088000)' is on the left and 'PFS ID: 1088000' is on the right. There are three tabs: 'Registered payments and accounts', 'Future dated transactions' (which is selected), and 'Transaction history'. Below the tabs is the heading 'Search future dated transactions (Please select a date range)'. This is followed by a search form with 'Payment dates from' and 'to' fields, both containing dates from 2016. The 'from' field contains '2016 Oct 04' and the 'to' field contains '2016 Nov 03'. To the right of these fields are three buttons: 'Search' (blue), 'Reset' (grey), and 'Advanced search' (blue text link). At the bottom of the page are links for 'Privacy & Security' and 'Legal'.

2. Click on Advanced search for additional search fields.

This screenshot shows the 'Advanced search' screen within the same CIBC Government Payment & Filing Service interface. The header and banner are identical to the previous screenshot. The 'Company Name (1088000)' and 'PFS ID: 1088000' are also present. The 'Future dated transactions' tab is still selected. The heading 'Search future dated transactions (Please select a date range)' is followed by a more complex search form. This form has several sections: 'Select payee' with a dropdown menu showing 'All payee'; 'Select tax account' with a dropdown menu showing 'All accounts'; 'Payment date' with radio buttons for 'Date from' (selected), 'Specific day', and 'All'. The 'Date from' section has '2016 Oct 04' and '2016 Nov 03' in the respective fields. The 'Specific day' section has a placeholder 'yyyy-mm-dd'. The 'Confirmation number' section has radio buttons for 'All' (selected) and 'Number', with an empty text field next to 'Number'. There is also an 'Amount' text field. At the bottom left of the form are 'Reset' and 'Search' buttons. At the bottom right is a blue text link 'Basic search'. The 'Privacy & Security' and 'Legal' links are at the very bottom.

3. Fill in the appropriate fields for your request, and click on the **Search** button.

4. A **Future dated transaction** screen will appear with the transactions listed. To view the details of a specific transaction, select the appropriate row for the transaction.

The screenshot shows the 'Future dated transactions' screen. At the top, there's a red header with the CIBC logo and 'Government Payment & Filing Service'. Below this is a blue banner with a message: 'Please note payments must be entered by midnight the day BEFORE due date.' The user's company name is '1088000' and the PFS ID is '1088000'. There are three tabs: 'Registered payments and accounts', 'Future dated transactions' (which is active), and 'Transaction history'. Below the tabs, there's a section titled 'Search future dated transactions (Please select a date range)'. This section contains several filters: 'Select payee' (set to 'All payee'), 'Select tax account' (set to 'All accounts'), 'Payment date' (with radio buttons for 'Date from' (2016 Oct 04 to 2016 Nov 03), 'Specific day' (1777 future dates), and 'All'), 'Confirmation number' (with radio buttons for 'All' and 'Number'), and an 'Amount' field. There are 'Reset' and 'Search' buttons, and a link to 'Advanced search'. Below the search filters, there's a table with the following data:

Transactions	Payment date	Amount	Confirmation number	Tax account number	Status
TXINS	2016 Oct 04	\$1.00	3000030	231313131RC0004	To be processed


At the bottom of the table, it says '1 - 1 of 1' and '10 rows per page'. There are also links for 'Privacy & Security' and 'Legal'.

6.10 View Transaction History

1. From the **Main Menu** screen, click on **Transaction History** tab. This will bring you to the **Search Transaction History** screen.

The screenshot shows the 'Search Transaction History' screen. At the top, there's a red header with the CIBC logo and 'Government Payment & Filing Service'. Below this is a blue banner with a message: 'Please note payments must be entered by midnight the day BEFORE due date.' The user's company name is '1099161' and the PFS ID is '1099161-0108'. There are four tabs: 'Registered payments and accounts', 'Future dated transactions', 'Transaction history' (which is active), and 'Transaction approvals'. Below the tabs, there's a section titled 'Search transaction history (Please select a date range)'. This section contains a search form with 'Payment dates from' (2016 Oct 15) and 'to' (2016 Nov 15) fields, a 'Search' button, a 'Reset' button, and a link to 'Advanced search'. At the bottom, there are links for 'Privacy & Security' and 'Legal'.

2. Click on Advanced search for additional search fields

 Government Payment & Filing Service User Name ▾ Sign Off

Please note payments must be entered by midnight the day BEFORE due date.

Company Name (1099161) PFS ID: 1099161-0104

Registered payments and accounts | Future dated transactions | Transaction history | Transaction approvals

Search transaction history (Please select a date range)

Select payee
All payee ▾

Select tax account
All accounts ▾

Payment date
☒ Date from 2016 Aug 22 to 2016 Sep 22
☐ Specific day
☐ All

Confirmation number
☒ All
☐ Number

Status
Select status ▾


Amount

Reset Search [Basic search](#)

Privacy & Security | Legal

3. Fill in the appropriate fields for your request, and click on the **Search** button.

4. A **Transaction history** screen will appear with the transactions listed. To view the details of a specific transaction, select the appropriate row for the transaction.

 Government Payment & Filing Service User Name ▾ Sign Off

Please note payments must be entered by midnight the day BEFORE due date.

Company Name (1099161) PFS ID: 1099161-0104

Registered payments and accounts | Future dated transactions | Transaction history | Transaction approvals

Search transaction history (Please select a date range)

Select payee
All payee ▾

Select tax account
All accounts ▾

Payment date
☒ Date from 2016 Aug 22 to 2016 Sep 22
☐ Specific day
☐ All

Confirmation number
☒ All
☐ Number

Status
Select status ▾

Amount

Reset Search [Basic search](#)

To view the details of a payment, click on the corresponding row.

Transactions	Payment date	Amount	Confirmation number	Tax account number	Status
TXINS	2016 Sep 02	\$1.00	1002040	231313131RC0001	Processed
TXINS	2016 Sep 02	\$2.00	1005130	231313131RC0001	Processed
TXINS	2016 Sep 02	\$1.50	1005140	231313131RC0001	Processed
TXINS	2016 Sep 05	\$0.02	2005182	231313131RC0001	Cancelled
TXINS	2016 Sep 05	\$0.02	2005192	231313131RC0001	Cancellation Request
TXINS	2016 Sep 05	\$5.01	2005221	231313131RC0001	Cancelled
TXINS	2016 Sep 05	\$5.01	2005231	231313131RC0001	Cancellation Request
TXINS	2016 Sep 06	\$0.03	2005203	231313131RC0001	Cancelled
TXINS	2016 Sep 06	\$0.03	2005213	231313131RC0001	Cancellation Request

1 - 9 of 9 1 10 rows per page

Privacy & Security | Legal

7.0 Transaction Alert Messages

Transaction Alert Messages are sent to all authorized users by email. These are automated emails — please do not respond to these. If you receive these emails in error, please contact your Company Administrator.

If your company has elected to receive the **Transaction Alert Messages**, all authorized users will receive an email notification in any of the following situations:

1. **A transaction has been initiated** — a payment / filing has been initiated by an authorized user and will be processed. No action is required.

Sample:

To: Test User 1

From: CIBC_GPFS_ADMIN@telus.com

Subject: CIBC Government Payment & Filing Service Transaction Alert

This e-mail notification has been sent to alert you that a Government payment or filing transaction has been initiated. For more details, please sign on to the CIBC Government Payment and Filing Service.

Please do not respond to this e-mail. If you have any questions, please contact your company administrator.

This email (and all attached messages and documents) is private and confidential. Internet e-mail is not guaranteed to be secure or error free. Messages could be intercepted, corrupted, arrive late, or contain viruses. CIBC will not be liable for these risks.

Le présent courriel, ainsi que tous les messages et documents en annexe, est strictement confidentiel. Rien ne garantit que la transmission d'un courriel par Internet se fasse en toute sécurité ou sans erreur: un message peut être intercepté ou corrompu, il peut tarder ou renfermer un virus. La Banque CIBC n'est pas responsable de ces risques.

2. **A transaction has been initiated and requires approval** — the transaction is in a pending status and requires approval before the payment / filing can be processed.

Sample:

To: Test User 1

From: CIBC_GPFS_ADMIN@telus.com

Subject: CIBC Government Payment & Filing Service Transaction Requires Approval Alert

This e-mail notification has been sent to alert you that a Government payment or filing transaction has been initiated and requires approval. For more details, please sign on to the CIBC Government Payment and Filing Service.

Please do not respond to this e-mail. If you have any questions, please contact your company administrator.

This email (and all attached messages and documents) is private and confidential. Internet e-mail is not guaranteed to be secure or error free. Messages could be intercepted, corrupted, arrive late, or contain viruses. CIBC will not be liable for these risks.

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3. **An upcoming post-dated transaction will be processed** — a future dated transaction will be processed by the system in 7 calendar days. No action is required.

Sample:

To: Test User 1

From: CIBC_GPFS_ADMIN@telus.com

Subject: CIBC Government Payment & Filing Service Post-Dated Transaction Alert

This e-mail notification has been sent to alert you that a Government payment or filing post-dated transaction will be processed in 7 calendar days. For more details, please sign on to the CIBC Government Payment and Filing Service.

Please do not respond to this e-mail. If you have any questions, please contact your company administrator.

This email (and all attached messages and documents) is private and confidential. Internet e-mail is not guaranteed to be secure or error free. Messages could be intercepted, corrupted, arrive late, or contain viruses. CIBC will not be liable for these risks.

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4. **A pending transaction that requires approval is approaching its expiration date** — a payment / filing in a pending status has not been approved and will expire in 7 days. This transaction will expire in 7 calendar days and will not be processed unless approval is provided.

Sample:

To: Test User 1

From: CIBC_GPFS_ADMIN@telus.com

Subject: CIBC Government Payment & Filing Service Pending Transaction Expiration Alert

This e-mail notification has been sent to alert you that a Government payment or filing transaction that requires approval will expire soon if approval is not received.

For more details, please sign on to the CIBC Government Payment and Filing Service.

Please do not respond to this e-mail. If you have any questions, please contact your company administrator.

This email (and all attached messages and documents) is private and confidential. Internet e-mail is not guaranteed to be secure or error free. Messages could be intercepted, corrupted, arrive late, or contain viruses. CIBC will not be liable for these risks.

Le présent courriel, ainsi que tous les messages et documents en annexe, est strictement confidentiel. Rien ne garantit que la transmission d'un courriel par Internet se fasse en toute sécurité ou sans erreur: un message peut être intercepté ou corrompu, il peut tarder ou renfermer un virus. La Banque CIBC n'est pas responsable de ces risques.

8.0 Additional Help

If you require additional technical assistance, please contact the Payment & Filing Help Desk at 1 800 206-9444.

For all other assistance, please contact the CIBC Business Client Centre at 1 888 947-7736.