

## Welcome to TAXcess - Convenient online access to your business tax accounts

TAXcess, Manitoba's online tax service, allows businesses to access their accounts 24 hours a day, seven days a week in a secure, online environment.

This service allows businesses to file retail sales tax and monthly payroll (health & education) tax returns electronically. It also allows electronic, pre-authorized payment of the following:

- retail sales tax (RST)
- payroll or health & education tax (HET)
- corporation capital tax (CCT)
- gasoline tax
- motive fuel tax
- International Fuel Tax Agreement (IFTA) tax

### Apply for Tax Account(s)

If you want to apply for a tax account number(s), please complete the Application for Taxpayer Registration / Dealer's Licence. This application can be found by clicking *Apply for Tax Account(s)* on the TAXcess Sign In page. Once you have completed the application, you will receive your tax account number(s) in the mail within seven business days.

If you are unsure if you need a tax account number(s), click [here](#).

For a summary of goods and services that are subject to or exempt from retail sales tax, click [here](#).

### Sign Up Now for TAXcess

If you have a tax account(s) that you wish to access online, you must first sign up for TAXcess. This process involves setting up a unique user ID and password that will allow you to add online access to your existing tax account(s).

**Ensure you have a copy of your most recently filed tax return for each tax account that you would like to access online.**

The first time that you sign up for TAXcess, you will be asked the following information about your business:

- An existing tax account number.
- The account type (retail sales, payroll [health & education], corporation capital, etc).
- Your business legal or operating as name.
- Your business ownership structure (i.e. corporation, partnership, sole proprietor, etc).

To continue with the sign up process, you need to add online access to at least one existing tax

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account. To do this, you will need to know the following information for your tax account:

- The postal code.
- The last payment amount.
- A figure reported by you from your most recently filed tax return. For example, when adding your RST account, you will be asked for the amount of Tax Collectible on Sales.

After you have successfully signed up for TAXcess, you can add online access to additional existing tax account(s) by complying with the information requirements noted above.

To begin the sign up process, click *Sign Up Now for TAXcess* on the TAXcess home page.