

# TAXcess Convenient online access to your business tax accounts

## Your Guide to Sign Up for TAXcess

Using TAXcess is simple. Follow these easy steps. The time you save on paperwork can be spent directly on your business.

### Before you get started you will need the following:

- Legal or "operating as" name of business
- Recent tax returns for each tax account, specifically:
  - account number
  - account type
  - last remitted amount
- Contact information you wish to supply to Manitoba Finance
- Password prompt or reminder

## STEP 1 Sign Up for TAXcess

- Ensure you have a copy of your most recently filed tax return for each tax account you would like to access online.
- Visit [www.manitoba.ca/TAXcess](http://www.manitoba.ca/TAXcess) and click *Sign Up Now for TAXcess*.
  - Note: You must complete all fields.
- Create your own unique "sign in" user identification and password.
  - Note: Password must be 7 to 15 characters long and include UPPER CASE letters, lower case letters and numbers. Symbols are not accepted.
- Confirm your identity by providing an existing account number and account type from your most recently filed tax return. You will also need to provide your business legal or "operating as" name and business structure.
- Establish your contact information. Enter the e-mail address where Manitoba Finance will be able to send you e-mail notices for transaction confirmation. The phone number you provide should be one where Manitoba Finance can contact you during regular business hours.
- Set your password reminder question and answer.
- Click NEXT.
- From your most recently filed tax return, confirm your account type and account number. Enter your postal code and the amount remitted last period.
- Click NEXT.
- From your most recently filed tax return for the account number you have entered, complete the required field. If you have not filed any tax returns for this account, indicate that here.

- Click NEXT.
- Confirm the information on this screen. Click YES to submit the request.
- A confirmation number is issued to confirm the online sign up. You will receive an e-mail confirmation with your authorization code. Keep this for your records. The authorization code is required the first time you sign in to TAXcess. For your records, print the information you provided to sign up for TAXcess by clicking the PRINT key.
- Click OK.

## STEP 2 Add Tax Accounts and Change your Online Profile

- If you are signed out of TAXcess, sign in again by entering the user ID and password you confirmed/created in Step 1. Click SIGN IN.
- To add additional online accessible accounts, click *Add Access to Another Existing Account*.
- From your most recently filed tax return for this new account, enter the account type, account number, postal code and the amount remitted last period.
- Click NEXT.
- From your most recently filed tax return for the account number you have entered, complete the required field. If you have not filed any tax returns for this account, indicate that here.
- Click NEXT.
- Confirm the information on this screen. Click YES to submit the request.
- A confirmation number is issued to confirm your request. For your records, print the information you provided to add an online account by clicking the PRINT key.
- Click OK.
- Repeat these steps to add additional accounts or alternatively, click *My Profile*.
- To view your online profile, click *My Profile*. To change any details for your online profile, click the CHANGE key.

## STEP 3

### Add Payment Sources to your Online Account

- If you are signed out of TAXcess, sign in again by entering the user ID and password you confirmed/created in Step 1. Click SIGN IN.
- To add a payment source(s) to your account, click *Add Payment Source*.
- Enter the name of the financial institution from which you would like to make your payments. A unique name must be assigned to each payment account if you are setting up multiple accounts at the same financial institution (i.e. Bank1 and Bank2) – Note: Pre-authorized payment is the form of online payment.
- Enter the bank and branch number and account number. Click on either chequing or savings account type.
- Click NEXT.
- Review the *Pre-Authorized Payment Sign Up* agreement. Enter your answer to the secret question you chose during sign up in STEP 1.
- If you agree to the terms of the agreement, click SAVE. If you do not agree to the terms of the agreement click CANCEL.  
– Note: Clicking CANCEL will not allow payments to be made online.
- You have successfully added a payment source. It is listed in the *Payment Sources* section of *My Profile*.
- You can repeat these steps to add more payment sources. You can also add a payment source under *My Profile*.
- To delete a payment source, click DELETE FIN. INSTITUTION ACCT. If you are sure you want to delete your payment source, click SAVE.
- Click HOME to return to the taxpayer summary screen.

## STEP 4

### File Retail Sales and/or Payroll Tax Returns

- If you are signed out of TAXcess, sign in again by entering the user ID and password you created/confirmed in Step 1. Click SIGN IN.
- Click on the retail sales or payroll tax account number in the *My Accounts* section.

- Click *File a Return*.
- Click on or enter the applicable filing period. Click SELECT.
- Provide the information for the required fields.
- Click NEXT.
- Enter the amount to be paid. Review the information on this screen for accuracy. If changes are required, click CANCEL to return to the account summary screen.
- Click NEXT.
- Confirm the information on this screen. Click YES to submit the request.
- A confirmation number is issued to confirm the transaction. Print your return by clicking the PRINT RETURN key.
- Click OK to complete or click PROCEED TO PAYMENT to make a payment on the tax account.

## STEP 5

### Make Payments to Retail Sales, Payroll, Corporation Capital, Gasoline and Motive Fuel, and/or International Fuel Tax Agreement (IFTA) Tax Accounts

- If you are signed out of TAXcess, sign in again by entering the user ID and password you created/confirmed in Step 1. Click SIGN IN.
- Click the tax account number requiring a payment in the *My Accounts* section.
- Click *Make a Payment*.
- Click on the type of payment to make.
- For an account payment (i.e. payment of arrears or balance outstanding), enter the date, pick your payment source and verify all information. Click SUBMIT.
- For a return or corporation capital tax installment payment, click on or enter the applicable period, enter the payment amount, enter the payment date, select your payment source, and verify all information. Click SUBMIT
- Enter your answer to the secret question you chose during sign up in STEP 1. Click YES to submit the payment.
- A confirmation number is issued to confirm the transaction. Print your payment request by clicking the PRINT key. Click OK to complete.

## How to Contact Us:

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Telephone:	204-945-5603 or Manitoba toll-free 1-800-782-0318 Hours: Monday to Friday (excluding statutory holidays), 8:00 a.m. to 4:30 p.m., CST
E-mail:	TAXcess@gov.mb.ca We will reply to your inquiry within one business day.
Fax:	204-945-0896 We will reply to your inquiry within two business days of receipt of your fax.
Mail:	Manitoba Finance Taxation Division 415 - 401 York Avenue Winnipeg, MB R3C 0P8 We will reply to your inquiry within two business days of receipt of your letter.

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