

Tax Payment and Filing Service Enrollment

Manulife Bank's convenient Tax Payment and Filing Service is available to clients who wish to pay provincial and federal government tax agencies from their Business Advantage Account or Manulife One for Business Account. Please complete this form to enroll.

The Tax Payment and Filing Service is powered by Dye & Durham, which means your information and that of your business will be shared with Dye & Durham.

Once you're successfully enrolled, Dye & Durham will send you two emails from PFS.creditors@telus.com. The first email will contain your User ID, and the other will contain your temporary password. Please note this may take up to 5 business days.

*Required fields

Section 1 – Company Information

We may follow up to ensure we have current information on file if this section does not match our records.

Company Name*

Address 1*

Address 2

City*

Province*

Postal Code*

Company Contact

We'll reach out to this person in case of transaction issues or password resets.

Contact Name*

Phone*

Email address*

Language*

English

French

Section 2 – Bank Account Information

List the Manulife Bank Business account number(s) from which you want to be able to pay provincial and federal tax agencies.
For more information about the Tax Payment and Filing Service, including applicable fees, please visit manulifebank.ca.

	Bank #	Branch transit	Manulife Bank Business Account Number (CAD \$ only)*
1	540	05012	All fees for using this service will be billed to the first account listed.
2	540	05012	
3	540	05012	
4	540	05012	
5	540	05012	
6	540	05012	
7	540	05012	
8	540	05012	

Section 3 – Consent to Enrollment and Fees

*I have read, and accept, the terms and conditions for use of this Tax Payment and Filing Service. I consent to pay a one-time enrollment fee of \$25.00 and a fee of \$2.00 per transaction. (Fees are subject to change at any time with 30 days prior notice.)

Section 4 – Signature of signing officer(s)*

You can skip this step if you upload your enrollment form through online banking.

Signature

Date

Name

Title

Signature

Date

Name

Title

Signature

Date

Name

Title

Here's how to submit your enrollment form to Manulife Bank!

1. **Online:** Sign into online banking and use the "Upload Document" feature.
2. **Fax:** 1-877-565-2265
3. **Mail:** Manulife Bank, 500 King Street North, P.O. Box 1602, Waterloo, ON N2J 4C6
4. **Advisor's secure email:** Sign into Repsource and send to Manulife Bank Advisor Support from your secure inbox.

Tax Payment & Filing Service - Terms and Conditions

- 1. Enrollment:** You will provide Manulife Bank of Canada (the “Bank”) the information required for enrollment including, but not limited to your full legal name and that of your company, email address, telephone number, mailing address, banking and billing account information. The Bank will use a third party service provider, Dye & Durham Payment Filing Services (PFS) to conduct the payments on behalf of the Bank. Your personal information will be used, protected, and disclosed in accordance with the Bank’s Privacy Policy. You are also responsible to maintain all usernames, passwords, access and account information under your control.
- 2. Processing of Payments:** Payments are processed and funds debited from your account early in the morning on the payment date. This means that if your taxes are due tomorrow, you must enter the payment today before midnight (local time). Once a payment has been initiated, it cannot be modified, only cancelled up until 11:59 pm local time on the day before the payment date. Payments entered on the due date are considered late and will be subject to government penalties. Local time refers to the primary time zone for the Province/Territory selected during enrollment.
- 3. Due Date:** Is when your payment is due to the government agency. It is calculated from information you enter when you registered the tax type you wish to pay.
- 4. Payment Date:** Is when your payment will be debited from your Manulife Bank account and submitted to the government agency. You cannot set the payment date for a weekend or a statutory holiday – it will automatically be adjusted to the next business day. You may initiate a payment up to a year in advance, but no later than midnight local time of the last business day before the due date if you wish to avoid a late payment fee and or government penalty.
- 5. Sufficient Funds:** You are responsible for ensuring that sufficient funds are in your account on the payment date. If funds are not available, the payment that you have scheduled will be reversed and a non-sufficient funds (NSF) fee may apply. The government agency may also charge you a late payment penalty. The reversed debit to your account will indicate failed payment.
- 6. Confirmation:** After a payment has been initiated, a confirmation message will display along with a confirmation number. This will be your proof of remittance.
- 7. Service Charges:** When you enroll for the service, the business account you designate will be debited an enrollment fee of \$25.00. A \$2.00 fee per transaction will apply. All fees will be debited from your account and are subject to change at any time.