

## Saskatchewan eTax Services (SETS) – Make a Payment

The following pages outline the steps required to make a payment in SETS.

In order to make a payment, you must be a Registered User on SETS, and linked to the tax account(s) you will be paying for either as an Administrator or Authorized User. For instructions on how to complete these steps, please review the guides available on [SETS Learning](#).

The current payment options in SETS are electronic funds transfer (EFT) or cheque. We will be adding new payment methods in the future. All other payment methods are still accepted and continue to use the existing processes outside of SETS. If you want to use an existing payment method not available in SETS, you may still file your return in SETS and pay separately.

There are two ways to make a payment in SETS. To make a payment immediately after filing a return, follow the steps in [section 1](#). This is the recommended way to make a payment, as it is easiest and quickest to complete. To make a payment at any other time, follow the steps in [section 2](#).

### 1. Make a Payment Immediately After Filing a Return

#### 1.1 From the return confirmation page, click “Make a Payment Now”

Once you have successfully filed your return, select the “Make a Payment Now” button to begin the payment process. For guidance on how to file a return, review the *Filing Original and Amended Returns Guide* available on [SETS Learning](#).



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Online Transactions / File a Tax Return

### Enter Tax Return - Confirmation

Return was submitted successfully.  
The confirmation number is: F80000000184  
Please print or save this number for future reference.

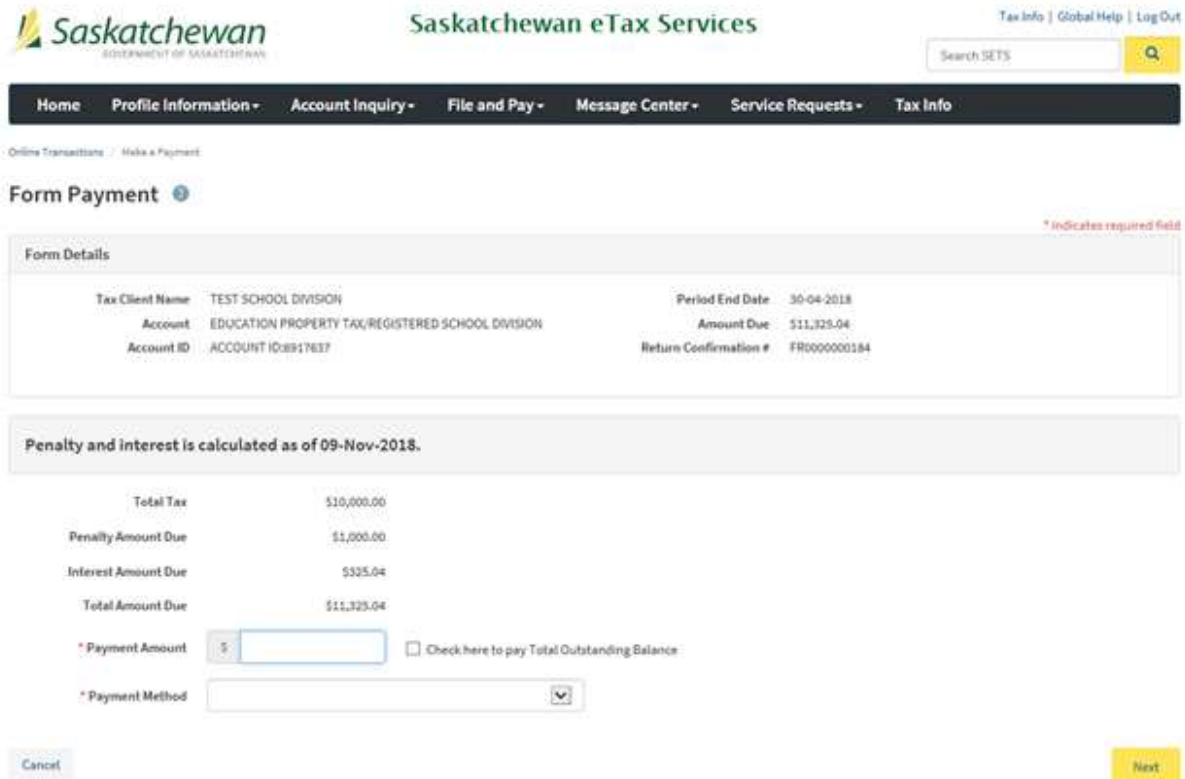
[Make a Payment Now](#) [Print](#)

[Return Home](#)

## 1.2 Select payment amount and payment method

On the next screen, you may enter your payment amount and payment method (EFT or cheque). You may also select the checkbox to pay the total outstanding balance. Checking this box will automatically populate the full balance on the period in the “Payment Amount” field. Select “Next” to continue.

Skip to [section 1.3.1](#) if you selected EFT payment method, or skip to [section 1.3.2](#) if you selected cheque.



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### Form Payment \* Indicates required field

**Form Details**

Tax Client Name: TEST SCHOOL DIVISION	Period End Date: 30-04-2018
Account: EDUCATION PROPERTY TAX/REGISTERED SCHOOL DIVISION	Amount Due: \$11,325.04
Account ID: ACCOUNT ID:0917637	Return Confirmation #: FR0000000184

Penalty and interest is calculated as of 09-Nov-2018.

Total Tax	\$10,000.00
Penalty Amount Due	\$1,000.00
Interest Amount Due	\$325.04
<b>Total Amount Due</b>	<b>\$11,325.04</b>

\* Payment Amount: \$   Check here to pay Total Outstanding Balance

\* Payment Method:

### 1.3.1 EFT payment example

If you selected the EFT option, you will now be prompted to enter your banking information to continue. If you would like to save your banking information for future use, you can do so by inputting a “Nickname” for the account. Each tax account under your tax client entity will require you to input this information upon initial use of the EFT option.

Note that you cannot use the same “Nickname” with the same bank account information for more than one tax account (please create a different “Nickname” for each tax account if you are using the same banking information).

The payment effective date can be future dated if you wish. In order to cancel a future dated payment, navigate to “File and Pay” then “Saved Items” and select the yellow “View Scheduled Payments” button. Cancel the payment by clicking on the trash can icon.

Note: in order for your banking information to be accepted, the information entered must **exactly** match your bank statement/bank account (including spelling of the account name). There is also a 30 character limit for the Bank Account Holder Name field.

Online Transactions / Make a Payment

## Schedule Electronic Payment \* indicates required field

Make an electronic payment directly from your bank account.

Additional Penalty and Interest may accrue if payment is not made as of 19-Nov-2018.

Tax Client Name	TOWN OF TEST	Payment Amount	\$1,000.00
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Use an existing Bank Account

Please select a Bank Account None

Add New Bank Account

* Transit Number	<input type="text"/>	Please enter all 5 digits, including zeroes
* Institution ID	<input type="text"/>	Please enter all 3 digits, including zeroes
* Bank Account Number	<input type="text"/>	
* Confirm Bank Account Number	<input type="text"/>	
* Bank Account Type	<input type="text" value=""/>	▼
* Bank Account Holder Name	<input type="text"/>	
Nickname	<input type="text"/>	Enter a "nickname" for this card if you would like to save it for future payments

Enter Payment Effective Date and Authorization

\* Effective Date  📅

\* I hereby authorize the withdrawal of funds as specified above for tax payments.

Cancel
Submit

### 1.3.2 Cheque payment example

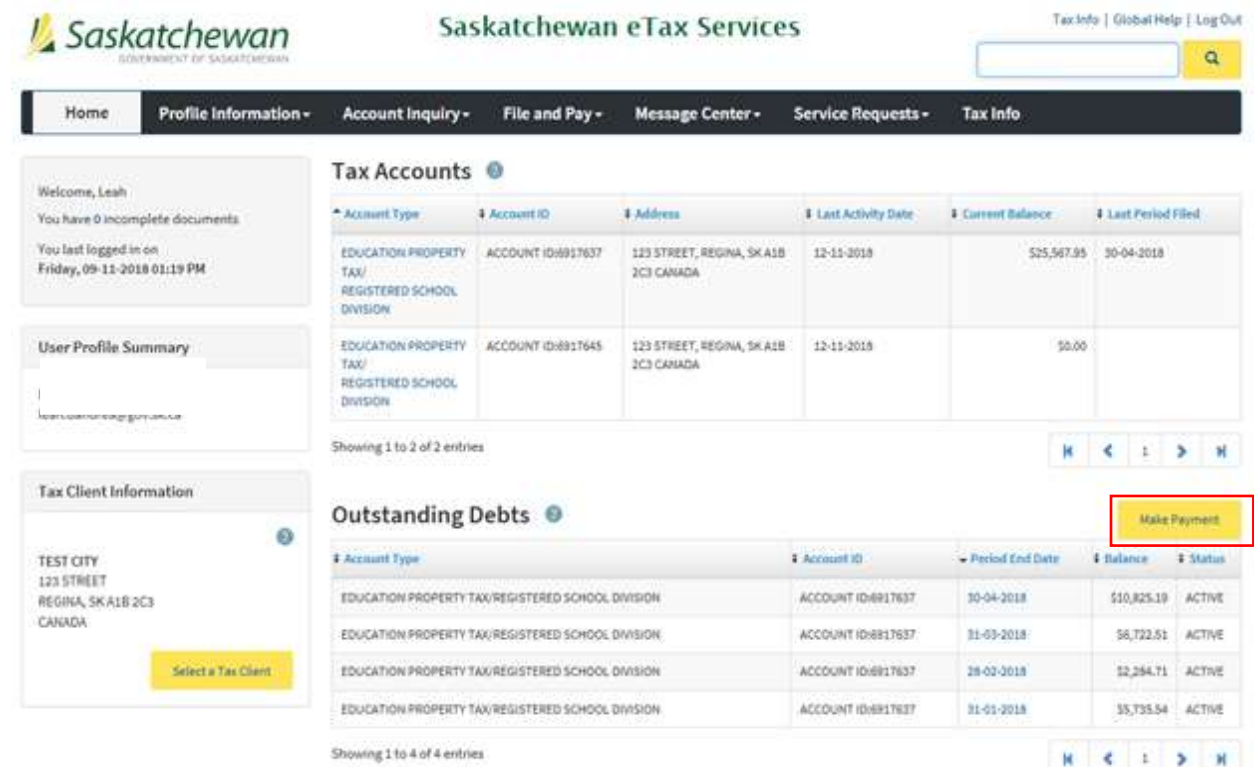
Selecting cheque as payment method will create a PDF payment coupon you can print off and mail in to the Ministry of Finance. Below is a sample of the payment coupon.



## 2. Make a Payment Any Other Time

### 2.1 From the home page, select "Make Payment"

On the homepage, the "Make Payment" button will be visible if you have any periods with an outstanding debt. Clicking on this button will begin the process to make a payment.




## 2.2 Select the type of payment

You may select the Type of Payment from the drop-down menu provided. Most often, “Payment on Account” will be selected. A complete list of the payment types, and their uses include:

- Audit Payment Remittance – select this option if you are paying an amount due based on an audit by the Ministry of Finance
- Bill Payment – select this option if you received a Billing Notice from the Ministry of Finance
- Fuel Interim Payment – select this option if you have a fuel account with an interim payment due
- Payment on Account – select this option for any general balance outstanding

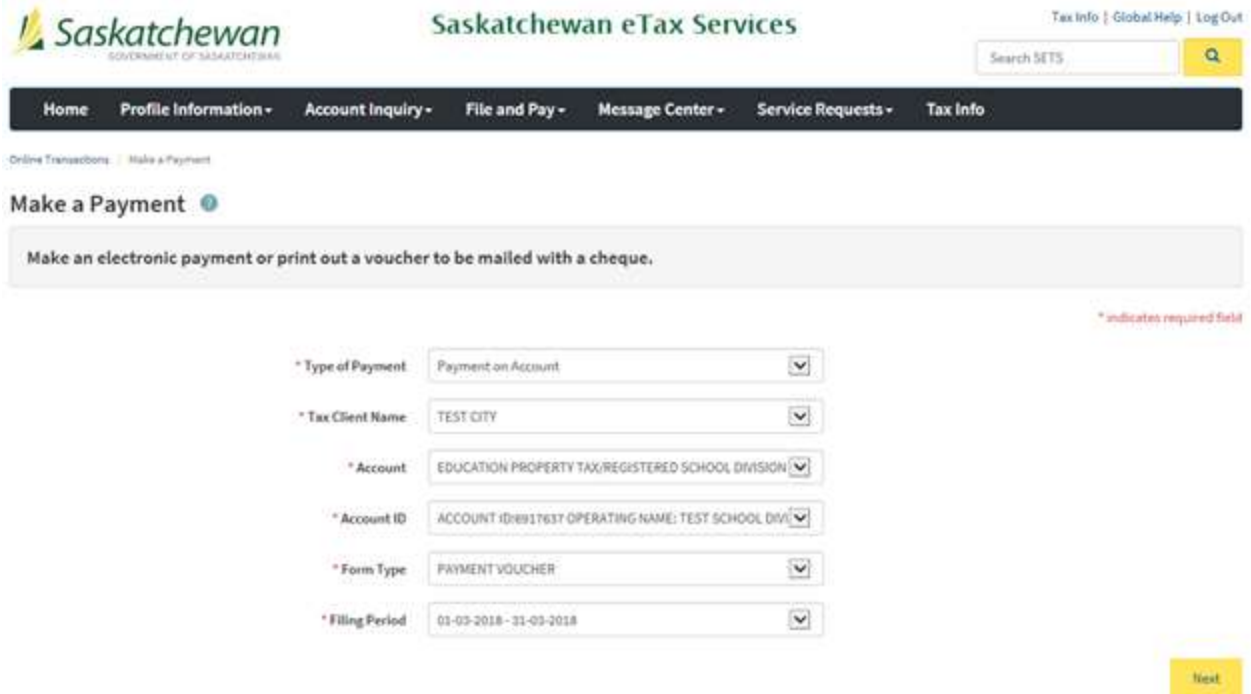
Note that selecting Payment on Account will not bring penalties and interest up to date.



The screenshot shows the 'Make a Payment' page on the Saskatchewan SETS eTax Services website. At the top, there is a navigation bar with the Saskatchewan logo, the text 'SETS Saskatchewan eTax Services', and links for 'Global Help | Log Out'. Below this is a search bar labeled 'Search SETS'. A dark navigation menu contains links for 'Home', 'Profile Information -', 'Account Inquiry -', 'File and Pay -', 'Message Center -', 'Service Requests -', and 'Tax Info'. The main heading is 'Make a Payment' with a help icon. Below the heading is a grey box with the text 'Make an electronic payment or print out a voucher to be mailed with a cheque.' A red asterisk indicates a required field. The 'Type of Payment' label is followed by a dropdown menu. A yellow 'Next' button is located at the bottom right.

### 2.3 Complete the “Make a Payment” screen

Based on the type of payment selected in section 2.2, complete the drop-down menus provided. Ensure you select the proper Tax Client, Account and Account ID (if required) prior to continuing.



The screenshot shows the 'Saskatchewan eTax Services' interface. At the top, there is a navigation bar with links for Home, Profile Information, Account Inquiry, File and Pay, Message Center, Service Requests, and Tax Info. A search bar labeled 'Search SETS' is also present. Below the navigation bar, the page title is 'Make a Payment'. A grey box contains the instruction: 'Make an electronic payment or print out a voucher to be mailed with a cheque.' Below this, there are six required fields, each marked with an asterisk and a dropdown menu:

- \* Type of Payment: Payment on Account
- \* Tax Client Name: TEST CITY
- \* Account: EDUCATION PROPERTY TAX/REGISTERED SCHOOL DIVISION
- \* Account ID: ACCOUNT ID:8917637 OPERATING NAME: TEST SCHOOL DIV
- \* Form Type: PAYMENT VOUCHER
- \* Filing Period: 01-03-2018 - 31-03-2018

A red asterisk legend indicates that the asterisk denotes a required field. A yellow 'Next' button is located at the bottom right of the form area.

### 2.4 Complete the payment

Refer to [section 1.2](#) through [section 1.3.2](#) for steps on how to complete the payment.