

## Submitting Your Return Information & Making Payments to the Provincial Government

This is a two step process; making your payment is the first step, the second step is submitting your tax return information.

**Step 1:** Make the payment, either on MemberDirect Online Banking or across the counter at Diamond North Credit Union.

**Step 2:** Submit your tax return information on the Government of Saskatchewan's Finance website: <http://www.finance.gov.sk.ca/taxes/efile/>

A. Click on the Saskatchewan Electronic Tax Services link

Government of Saskatchewan

Choose a Ministry

FINANCE

Quick Search: This Site All Government Sites

Wednesday, January 07, 2015

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**STEADY GROWTH**

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**RESOURCES**

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**PROGRAMS & SERVICES**

**Saskatchewan Electronic Tax Services (SETS)**

To assist you with filing provincial tax returns for your business, Saskatchewan Finance offers the Saskatchewan Electronic Tax Service. Using this service, you can file and pay your tax returns and view your tax account information through the Internet.

- Login to Saskatchewan Electronic Tax Services (SETS)**  
Login to SETS
- New - Search the On-line Registry**  
Search the On-line Registry to verify that a business is licensed or registered for PST.
- Renew Fuel Tax Exemption Permits (Farm Fuel Program)**  
Login to file your Fuel Tax Exemption Permit Renewal Form

B. Select the Remittance Type

Saskatchewan Electronic Tax Service

Monday, January 05, 2015

Box 200, 2350 Albert Street, Regina, SK S4P 2Z6

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**WELCOME TO SETS!**

**Choose one of the following business-related tax forms to file, pay, view or renew:**

- PST, Liquor, Fuel, BCP, CCT or Tobacco Tax
- Propane Vendor Refund
- Farm Fuel - Fuel Tax Exemption Permit
- Complete a Revenue Division Survey
- IFTA - International Fuel Tax Agreement**
- Quarterly Fuel Consumption Report
- Annual License Renewal
- Order Additional Decals  
(only after an annual renewal has been filed)

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C. Enter the E-file number located on the remittance (circled below in black) into the E-file/Access Code field.

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You can electronically file tax returns and/or make payments for the following taxation programs:

- Beverage Container Program
- Corporation Capital Tax
- Insurance Premium Tax
- International Fuel Tax Agreement (IFTA)
- Liquor Consumption Tax
- Manufacturer's Fuel Tax
- Propane Fuel Tax Rebate
- Provincial Sales Tax (PST)
- Tobacco Tax

E-file/Access Code:  OR User ID:

Password:

**PROVINCIAL SALES TAX**

Account Number:  (Circled in black)

Return Period:  Due Date:

Name:

Business Number:

**Return**

Total Sales (Box A from worksheet):

Net Tax Collected (Box B from worksheet):

Commission (Box C from worksheet):

Net Tax on Consumption (Box E from worksheet):

Account Balance (Box F from worksheet):

Remittance Enclosed (Box H from worksheet):

**Has your Business Closed, or Address Changed?**

• Please complete the Change Notification below and return it with your payment and this tax return.

• Penalty and interest are applied to returns filed after the due date.

• If no tax is due, a "Nil" return must be filed.

D. Enter the information located on the remittance, circled in blue above, into the appropriate fields on the government's website, circled in blue below.

**Saskatchewan Electronic Tax Service**

Box 200, 2350 Albert Street, Regina, SK S4P 2Z6

Tuesday, January 06, 2015  
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**PROVINCIAL SALES TAX - ACCOUNT: 1681485**

Return Period:  Due Date: **20-Jan-2015**

<b>STEP 1</b>	<b>Total Sales</b> » Enter the total sales before taxes for the reporting period as listed in your records.	A	<input type="text" value="0.00"/>
<b>STEP 2</b>	<b>Net Tax Collected</b> » Enter the tax collected on the sale of taxable goods and services for this period, net of any credits applied internally. For information on calculating and applying credits, see the PST worksheet supplement on our website. The net annual amount reported in Box B cannot be less than zero.	B	<input type="text" value="0.00"/>
	<b>Commission</b> » Enter the total of 10% on the first \$3,000.00 tax collected (Box B), and 1% on the balance.	C	<input type="text" value="0.00"/>
	<b>Net Tax Due on Sales</b>	D	<input type="text" value="0.00"/>
<b>STEP 3</b>	<b>Consumption Tax</b> » Enter the total tax payable on goods and services for your own use that were taken from inventory or purchased from a supplier who did not charge you the tax, net of any credits applied internally. For information on calculating and applying credits, see the PST worksheet supplement on our website. The net amount reported cannot be less than zero.	E	<input type="text" value="0.00"/>
	<b>Net Tax Payable</b>	F	<input type="text" value="0.00"/>
<b>STEP 4</b>	<b>Balance Owing</b>	G	<input type="text" value="0.00"/>
	<b>Net Amount Payable</b>	H	<input type="text" value="0.00"/>
<b>STEP 5</b>	<b>To Pay the Tax Return</b> » You are only registered to file returns using SETS. Once you have submitted your tax return, a printable confirmation will be displayed that lists your payment options.		

If you have any questions, please call our Help Desk at 1-855-862-4242, or your branch.

**Arborfield**  
306.769.8581

**Big River**  
306.469.4944

**Choiceland**  
306.428.2152

**Nipawin**  
306.862.4651

**Carrot River**  
306.768.2703

**Debden**  
306.724.8370

**Prince Albert**  
306.922.8252

**White Fox**  
306.276.2142