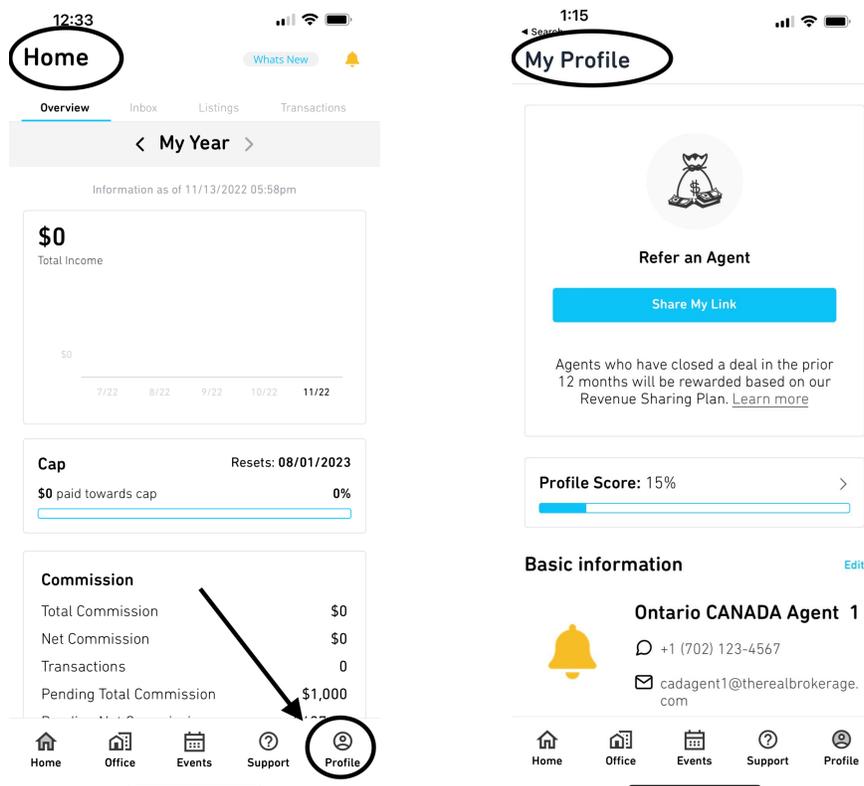




# How Do I Update My Tax Information In The Real App

## Where Can I update my Tax information in the Mobile App?

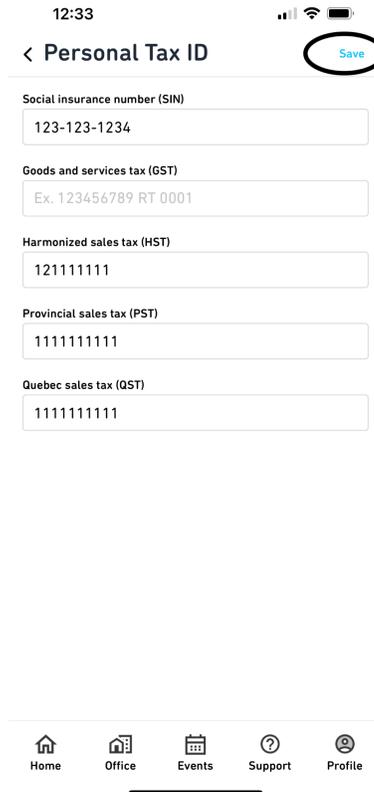
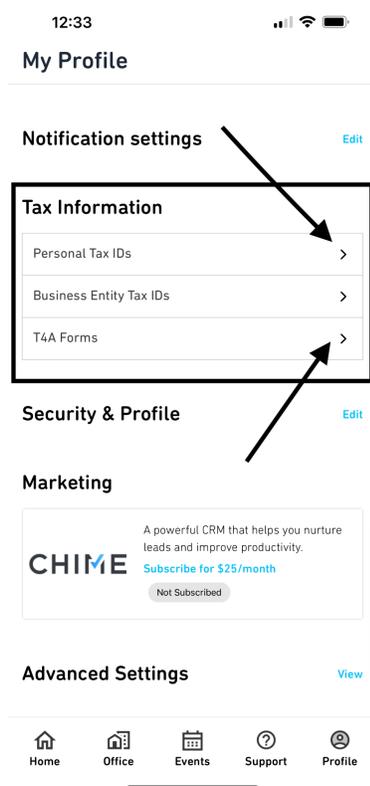
- You will log into the Real Brokerage Mobile app
- It will open with you on the Home Screen
- From there you will navigate to the Profile section of the Real app and scroll down.



- Once you see the Tax Information Section you can STOP scrolling
- From here you can update your Personal Tax ID's or Business Entity

## Tax IDs

- If you click Personal Tax ID's it will open up allowing you to enter your SIN, GST, HST, PST or QST you can enter the information you use in your area and click SAVE.



- If you click Business name be sure to enter the Business Name and proper Tax IDs
- If you change from an individual to a business please be sure your Tipalti is updated to match.
- Ontario does require additional steps, you can visit the Knowledge Based Library and view, "[How to Set-Up your PREC in the Real App - CAD](#)" for details.

# Where Can I update my Tax information On the REAL Desktop Site?

- You will log into the bolt.therealbrokerage.com
- The desktop will open up into your Transactions section

| Transaction Code | Deal Type | Invoice Number | Address   | Checklist Complete | Journey Progress | Agents | Price          | Gross Commission | My Net Payout | Status |
|------------------|-----------|----------------|---|--------------------|------------------|--------|----------------|------------------|---------------|--------|
| X7Y-121-VZV-ESM  | Referral  | N/A            | 123 Main Street, Ottawa, Ottawa, Ontario K1S 5P4          | 0/1                | 17%              | CA OA  | \$1,000.00     | \$1,000.00       | \$486.00      | TRSC   |
| U0P-V65-X5C-9CJ  | Sale      | N/A            | 123 Main Street, Old Ottawa East, Ottawa, Ontario K1S 5P4 | 0/12               | 14%              | CA OA  | \$1,100,000.00 | \$22,000.00      | \$19,764.00   | NCAV   |
| VL0-772-048-V5M  | Sale      | N/A            | 123 Main Street, Ottawa, Ottawa, Ontario K1S 5P4          | 0/9                | 10%              | CA OA  | \$110,000.00   | \$2.00           | \$1.83        | NCAV   |

- From there you will navigate to the My Profile section on the left-hand side.

**Ontario CANADA Agent 1**  
License No: CD1234567 • Expires: 2024-06-01  
JoinReal Email: canada1.agent14@joinreal.com |  
© Stock Opt-In Status  YES

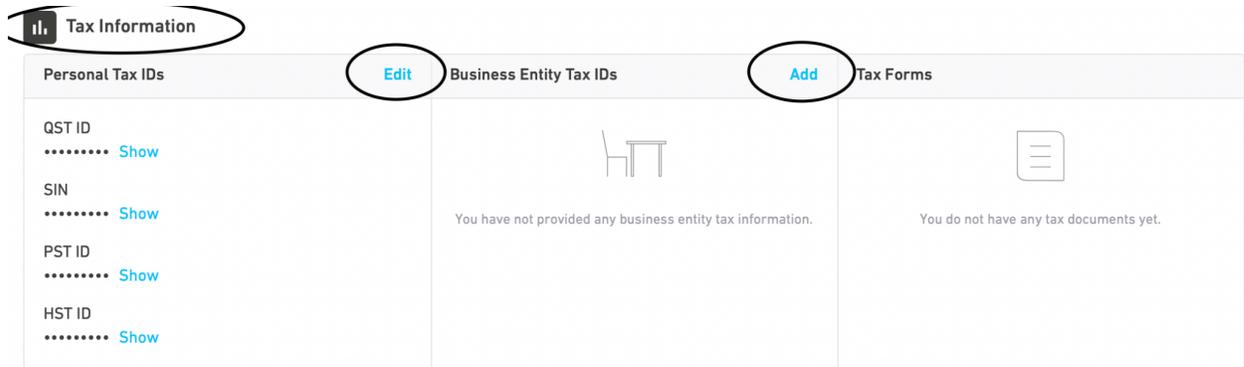
**Contact Information**  
+1 (702) 123-4567  
cadagent1@therealbrokerage.com  
100 Main St, Toronto, Ontario 21015

**Transactions** [See all](#)  
3 Active, 0 Closed, 96 Terminated

**Listings** [See all](#)  
8 Active, 0 Closed, 13 Terminated

Information as of 11/13/22 05:58pm

- Once in your profile, you will scroll down until you locate the Tax Information Section
- If you need to update your Personal Tax ID's, HST, GST etc. you can click "Edit" next to Personal Tax IDs
- If you need to update or add a Business Name and associated business tax ID's you can click "Add/Edit" next to Business Entity Tax ID's



- Once you click your selection a tab will open on the right hand side
- After you update either your Personal Tax info or your Business info please click save.
- If you change from an individual to a business please be sure your Tipalti is updated to match.
- Ontario does require additional steps, you can visit the Knowledge-Based Library and view, "[How to Set-Up your PREC in the Real App - CAD](#)" for details.

**Personal Tax ID** ×  
Personal or individual ID for tax reporting purposes

Social insurance number (SIN)  
123-123-1234

Goods and services tax (GST)  
Ex. 123456789 RT 0001

Harmonized sales tax (HST)  
1211111111

Provincial sales tax (PST)  
1111111111

Quebec sales tax (QST)  
1111111111

Cancel Save

**Business Entity and Tax IDs** ×  
Business entity and IDs for tax reporting purposes

Business Entity name  
Ex. Dream Homes LTD.

Business Number (BN)  
Ex. 123456789

Goods and services tax (GST)  
Ex. 123456789 RT 0001

Harmonized sales tax (HST)  
Ex. 123456789 RT 0002

Provincial sales tax (PST)  
Ex. PST-1234-1234

Quebec sales tax (QST)  
Ex. 1234567890 TQ 1234

Cancel Save

If you have additional questions, please watch this [video](#).

You may also reach out to the support team if you need assistance by emailing us at [support@therealbrokerage.com](mailto:support@therealbrokerage.com) or through the support tab in your mobile app.