FealHow Do I Update My Tax Information InThe 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.

12:33	12:33 . l 🗢	,
Ay Profile	< Personal Tax ID	Save
-	Social insurance number (SIN)	
tification settings	123-123-1234	
	Goods and services tax (GST)	
nformation	Ex. 123456789 RT 0001	
X	Harmonized sales tax (HST)	
at fax IDs >	121111111	
ss Entity Tax IDs >	Provincial sales tax (PST)	
	111111111	
rms		
Forms	Quebec sales tax (QST)	
ecurity & Profile	Quebec sales tax (QST) 1111111111	
A rorms S curity & Profile Edit rketing A powerful CRM that helps you nurture leads and improve productivity. Subscribed for \$25/month Not Subscribed	Quebec sales tax (QST) 111111111	

- 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, "<u>How to Set-Up your PREC in the Real App -</u> <u>CAD</u>" 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

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Ê	My Transactions	Active (3)	Closed (0)	Terminated (96)	Drafts (18)							
▣	My Listings	Transaction Code	Deal Type	Invoice Number	Address	Checklist Complete	Journey Progress	Agents	Price ¢	Gross Commission	My Net Payout	Status
ŝ	My Office											Т
đ	My Team	X7Y-1Z1-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	⊘ s c
	Reports											
Ö	Events	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	A C V
:	My Profile				123 Main Street Ottawa Ottawa	0/0	10%					N
€	Tipalti Account	VL0-Y72-048-V5M	Sale	N/A	Ontario K1S 5P4	0/9	0 70	C/ OA	\$110,000.00	\$2.00	\$1.83	A C V

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

Inbox Informations My Transactions		Ontario CANADA Agent 1 License No: CD1234567 • Expires: 2024-06-01 JoinReal Email: canadai.agen114@joinreaLcom © Stock Opt-In Status VYES	Cc	ontact Informa 오 +1 (702) 123 프 cadagent1@ 오 100 Main St	t ion 3-4567 Otherealbrokerag , Toronto, Ontario	le.com o 21015	
와 My Office 와 My Team			Tr	ansactions 3	0	96	See all
Reports			L	Active stings	Closed	Terminated	See all
My Profile Tinalti Account	🖍 Update Profile			8 Active	0 Closed	13 Terminated	
					Info	rmation as of 11/13/2	2 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

Tax Information	Fdit Business Entity Tax IDs	Add Tax Forms
	Edit Dusiness Entity Tax Tus	Add Hax Forms
QST ID		
•••••• Show		
SIN		
Show	You have not provided any business entity tax inform	nation. You do not have any tax documents yet.
PST ID		
Show		
IST ID		

- 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, "<u>How to Set-Up your PREC in the</u> <u>Real App - CAD</u>" for details.

Personal Tax ID Personal or individual ID for tax reporting purposes	×	Business Entity and Tax IDs Business entity and IDs for tax reporting purposes	×
Social insurance number (SIN)		Business Entity name	
123-123-1234		Ex. Dream Homes LTD.	
Goods and services tax (GST)		Business Number (BN)	
Ex. 123456789 RT 0001		Ex. 123456789	
Harmonized sales tax (HST)		Goods and services tax (GST)	
121111111		Ex. 123456789 RT 0001	
Browinsial calos tay (DST)		Harmonized sales tax (HST)	
1111111111		Ex. 123456789 RT 0002	
		Provincial sales tax (PST)	
Quebec sales tax (QST)		Ex. PST-1234-1234	
		Quebec sales tax (QST)	
		Ex. 1234567890 TQ 1234	
Cancel Save		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 or through the support tab in your mobile app.