

MAKING ADDITIONAL PAYMENTS & SETTING UP RECURRING PAYMENTS

If you have received a notice of outstanding balance due to late payment penalties or audit assessment, payments can be made online in the Fuels Tax System.

To make a payment, select the “Account” tab. Then select “Management” then “Make Payment”.

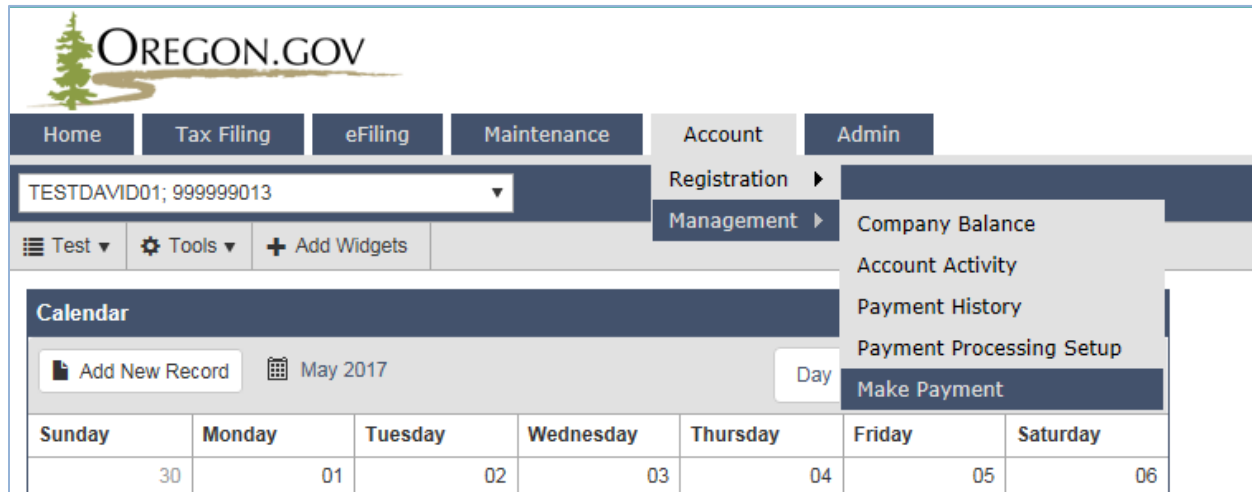


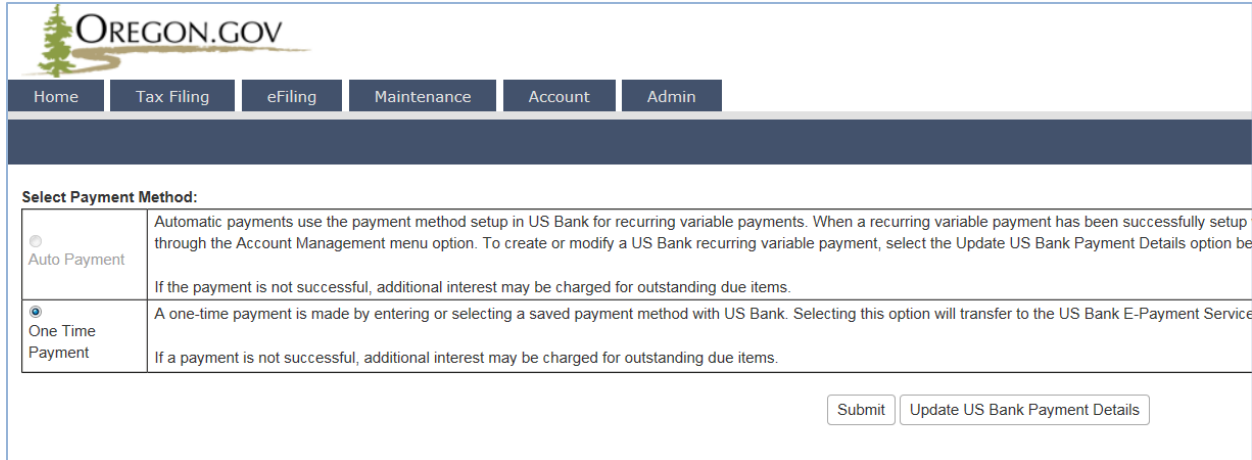
Figure 1. Making a payment screen

The following screen will appear:



Figure 2. Payment of tax owed screen

Enter the amount of payment being made and click the “Submit” button. The following screen appears:

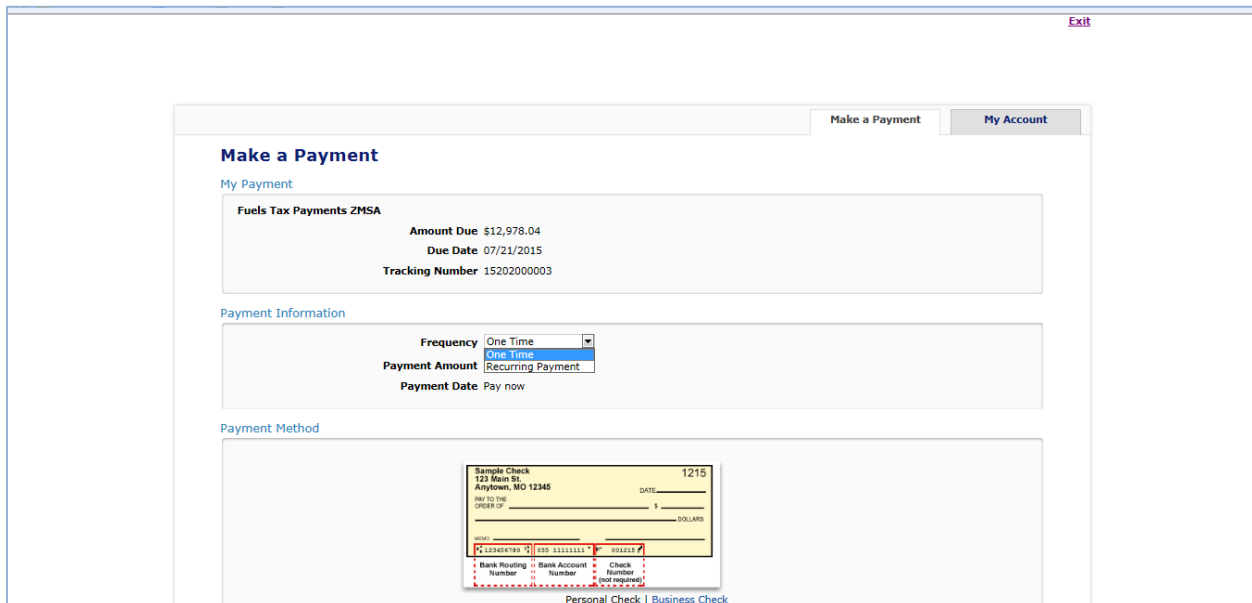


Select Payment Method:	
<input type="radio"/> Auto Payment	Automatic payments use the payment method setup in US Bank for recurring variable payments. When a recurring variable payment has been successfully setup through the Account Management menu option. To create or modify a US Bank recurring variable payment, select the Update US Bank Payment Details option below. If the payment is not successful, additional interest may be charged for outstanding due items.
<input checked="" type="radio"/> One Time Payment	A one-time payment is made by entering or selecting a saved payment method with US Bank. Selecting this option will transfer to the US Bank E-Payment Service. If a payment is not successful, additional interest may be charged for outstanding due items.

Figure 3. Payment type screen

The first payment made in the system will only have the option of a one-time payment. Once a payment method is entered, you may modify it for automatic payments.

Click the “Submit” button to proceed to the US Bank site and enter the account information for the initial setup. The “Payment Information” area allows you to enter the frequency as a one time or recurring payment. Selecting “Recurring Payment” will allow automatic payments to be scheduled.



[Exit](#)

Make a Payment

My Payment

Fuels Tax Payments ZMSA

Amount Due \$12,978.04
Due Date 07/21/2015
Tracking Number 15202000003

Payment Information

Frequency One Time

Payment Amount Recurring Payment

Payment Date Pay now

Payment Method

Sample Check 1215

123 Main St
Anytown, MO 12345

DATE _____

PAY TO THE ORDER OF _____ \$ _____ DOLLARS

AMOUNT

⑆ 123456789 ⑆ 000 123456789 ⑆ 00123456789

Bank Routing Number Bank Account Number Check Number (not required)

[Personal Check](#) | [Business Check](#)

Figure 4. US Bank payment screen

In the lower part of the window, enter a checking account or savings account information for the payment.

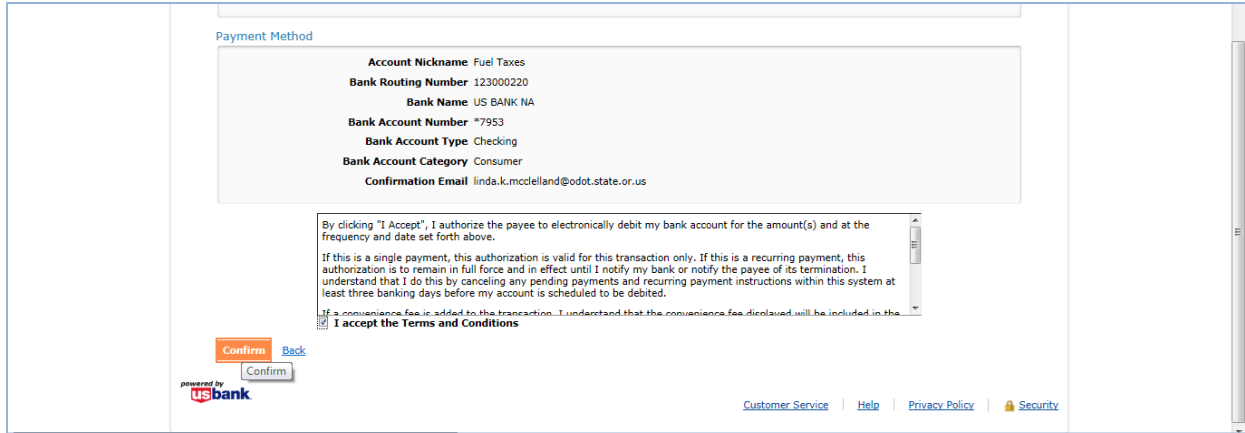


Figure 7. Verifying the payment information

When payment has been completed, the following confirmation screen that shows the reference number and payment details is displayed:

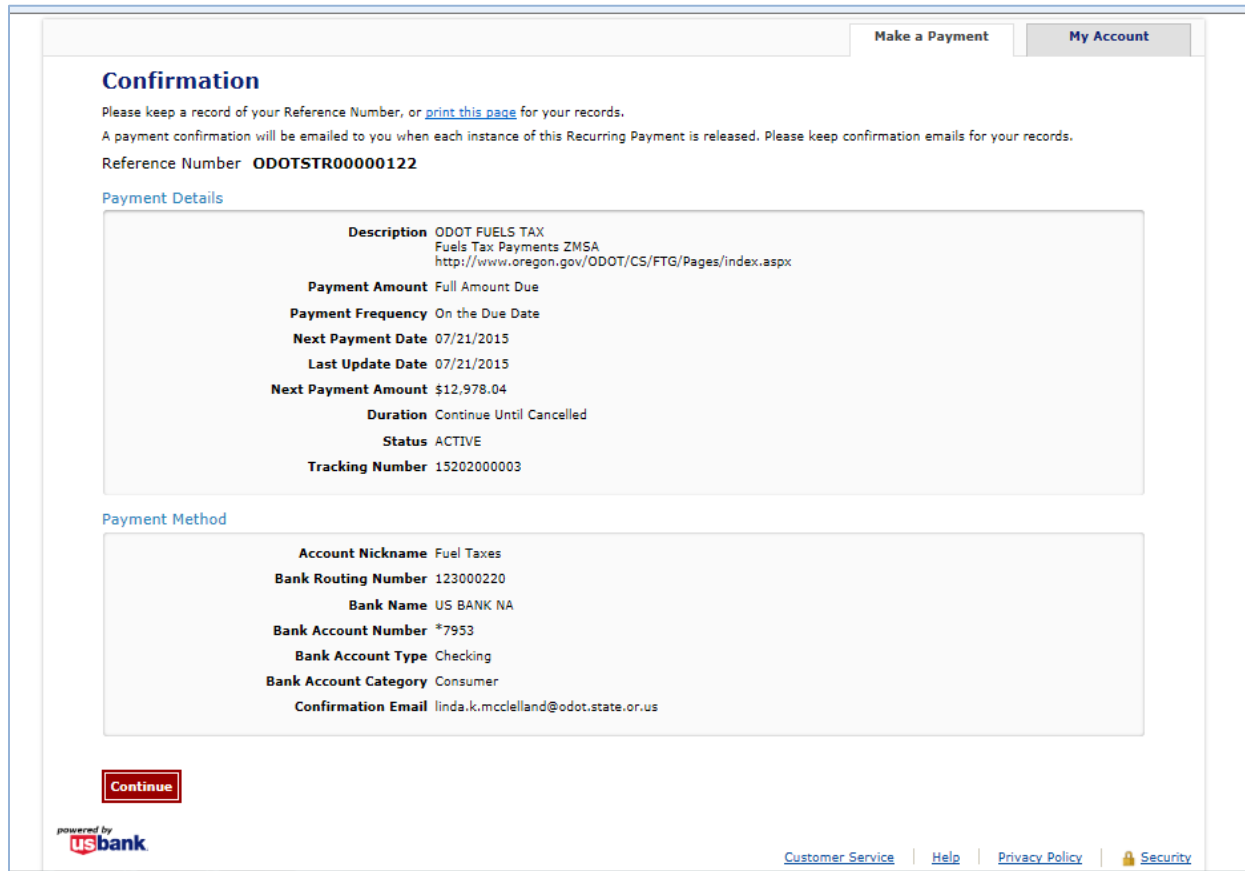


Figure 8. Payment confirmation page

Click the “Continue” button to leave the US Bank site and return to the Fuels Tax System payment history confirmation screen. This screen shows the date created, tracking number, the status and amount.

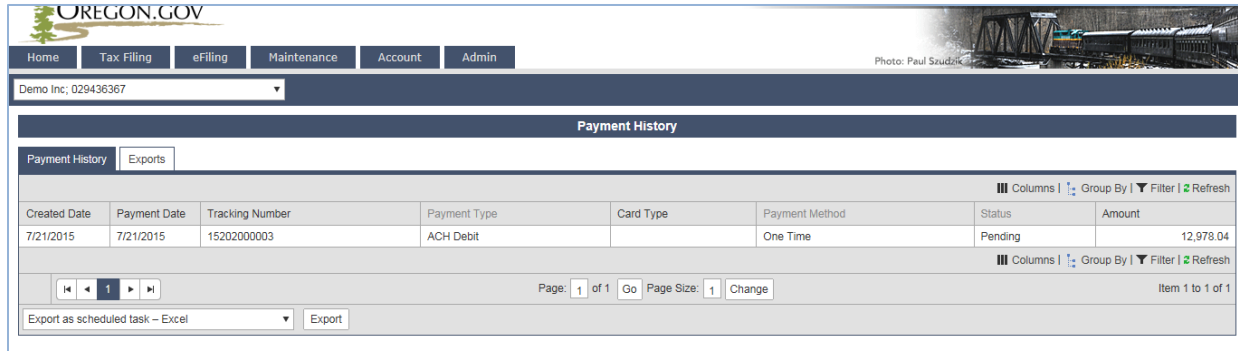


Figure 9. Payment history screen

Setting Up Recurring Payments

Once a payment method is entered into the US Bank system, recurring payments can be set up as long as “recurring payment” was selected in the US Bank system.

Recurring payments will automatically make the payment according to preset instructions. This will eliminate several payment steps when filing a tax report each period.

To set up a recurring payment, select the “Account” tab. Then select “Management” then “Payment Processing Setup”.

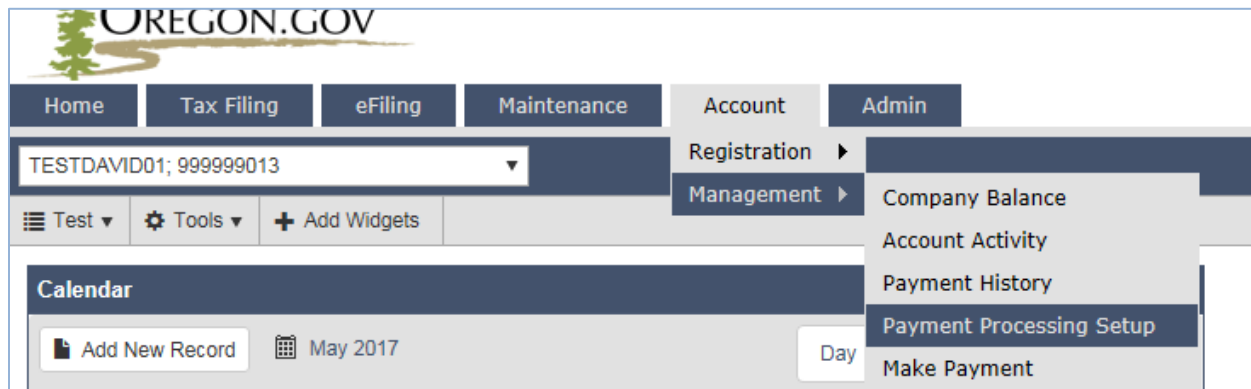


Figure 10. Payment Processing menu selection

The following screen is displayed:

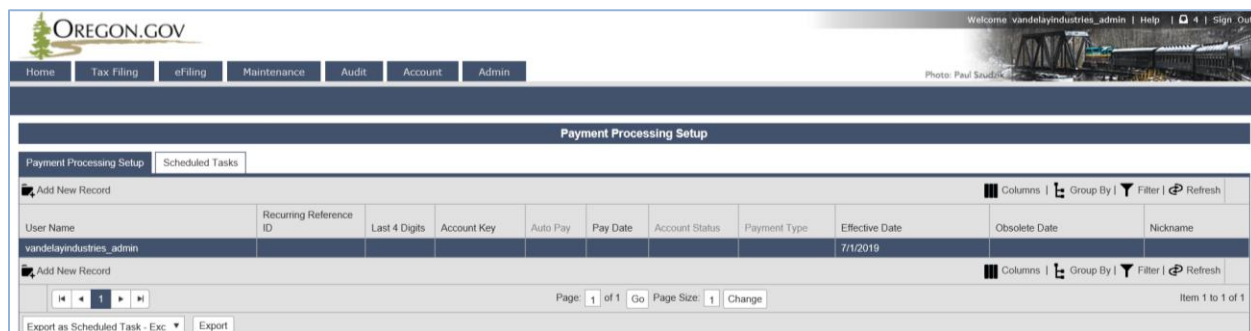
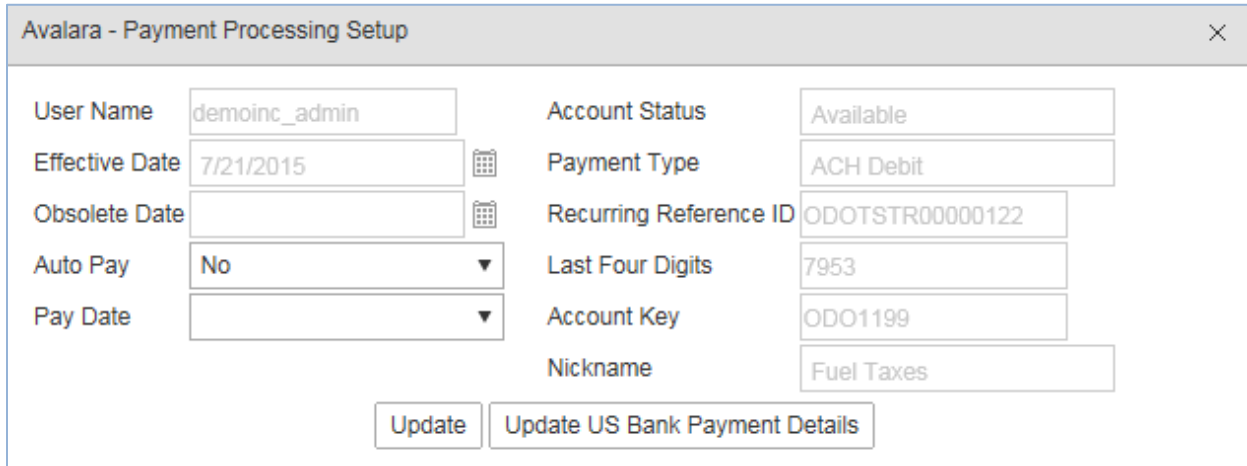


Figure 11. Payment Processing Setup screen

Click on the line with the payment information to change the set-up. The following pop up window appears:



Avalara - Payment Processing Setup			
User Name	demoinc_admin	Account Status	Available
Effective Date	7/21/2015	Payment Type	ACH Debit
Obsolete Date		Recurring Reference ID	ODOTSTR00000122
Auto Pay	No	Last Four Digits	7953
Pay Date		Account Key	ODO1199
		Nickname	Fuel Taxes
<input type="button" value="Update"/> <input type="button" value="Update US Bank Payment Details"/>			

Figure 12. Payment processing setup window

The fourth entry on the left column is the AUTO PAY selection. The default is no. Click on the drop-down menu to change it to yes.

When the AUTO PAY selection is changed to “Yes”, the PAY DATE options become available.

Select whether to pay on the DUE DATE, one to five days before, or IMMEDIATE (payment will be processed upon submission of the report).

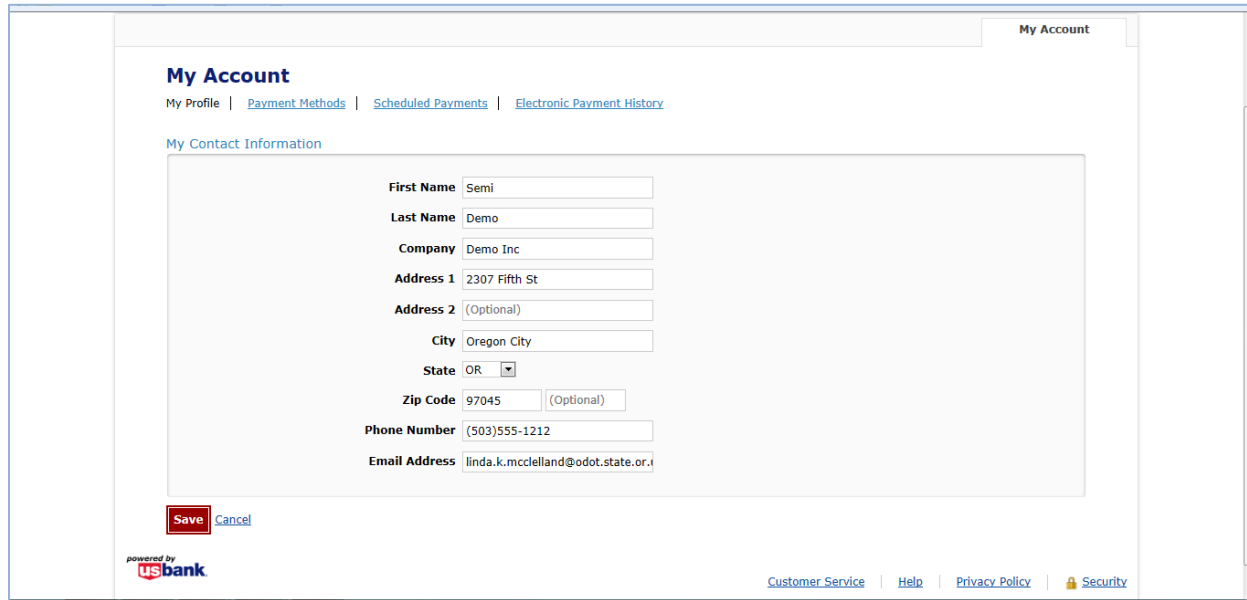
If you select a “due date – # days” option and complete the return after that date, the payment will be processed upon submission.

When you have completed the changes to your selection, click the “Update” button at the bottom of the window to save the changes.

Information can be updated as often as needed.

To update banking information, click on “Update US Bank Payment Details” at the bottom of the “Payment Processing Setup” screen. This will take you to the US Bank site to update your banking information.

The US Bank site offers options to update your profile, update payment methods, see a list of scheduled payments, or view electronic payment history.




My Account

My Profile | [Payment Methods](#) | [Scheduled Payments](#) | [Electronic Payment History](#)

My Contact Information

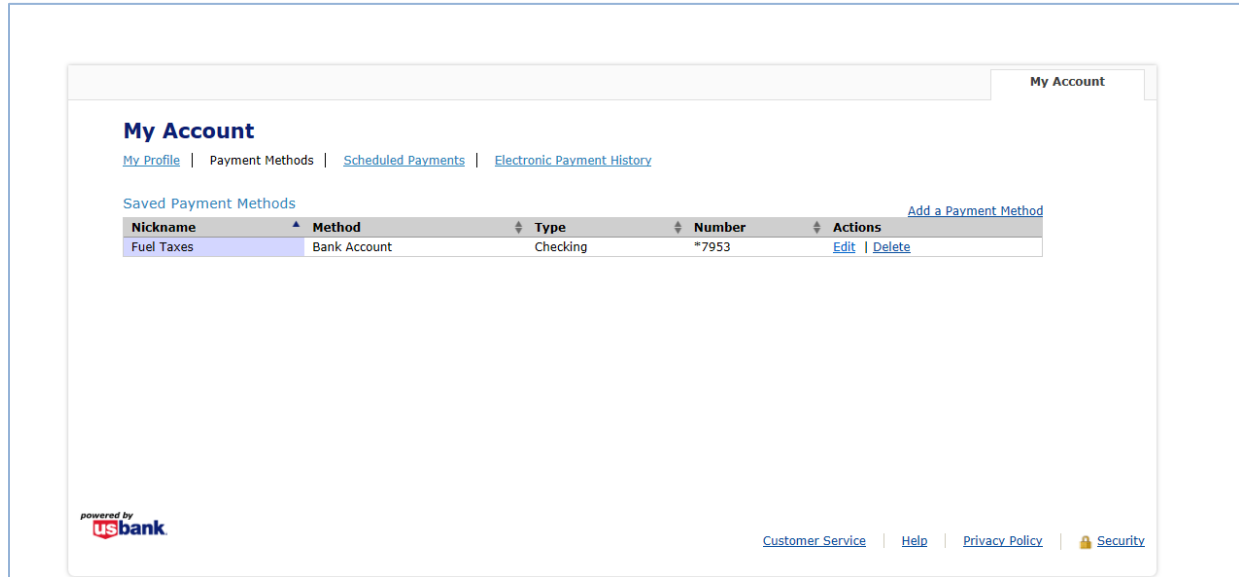
First Name
 Last Name
 Company
 Address 1
 Address 2
 City
 State
 Zip Code (Optional)
 Phone Number
 Email Address

powered by 

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

Figure 13. Updating information in US Bank

On the “Payment Methods” tab, an existing payment method can be edited or deleted and new methods may be added.




My Account

My Profile | [Payment Methods](#) | [Scheduled Payments](#) | [Electronic Payment History](#)

Saved Payment Methods [Add a Payment Method](#)

Nickname	Method	Type	Number	Actions
Fuel Taxes	Bank Account	Checking	*7953	Edit Delete

powered by 

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

Figure 14. Editing payment method on US Bank website

To edit or add a payment method, enter the bank information as you did with the original setup. Note that if a payment is scheduled for an account, that account cannot be changed until the payment has processed.

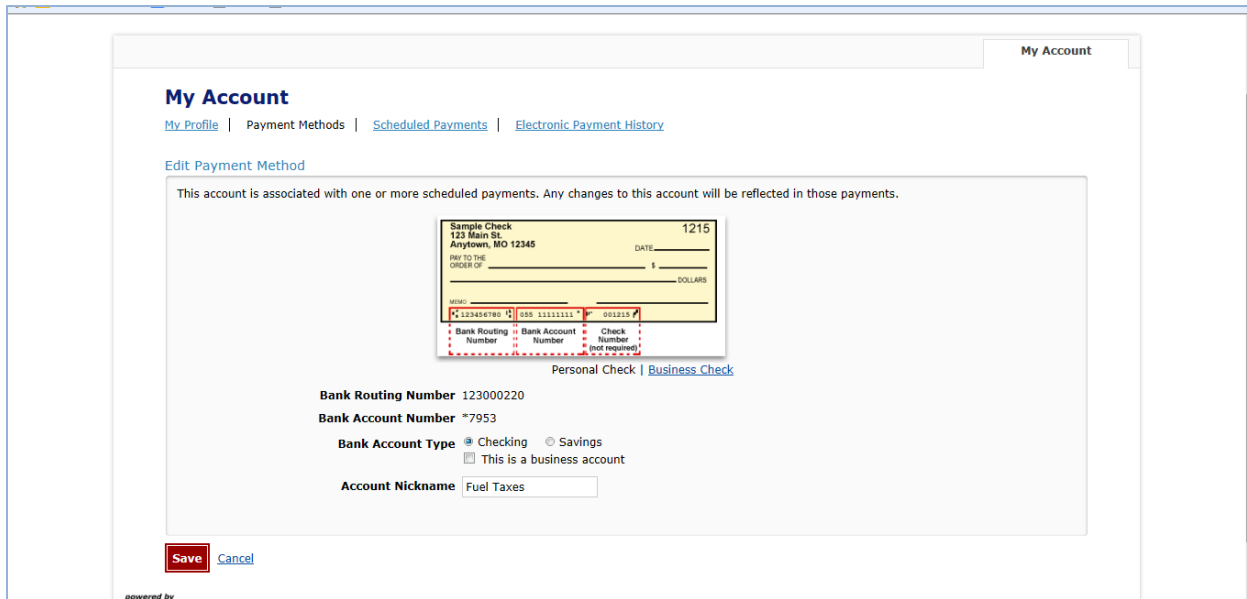


Figure 15. Edit or add a payment method screen.

Anytime you update your contact information or your account information in the US Bank site, make sure to click “Save” in the lower left corner.

An example of a screen showing scheduled payments for an account.

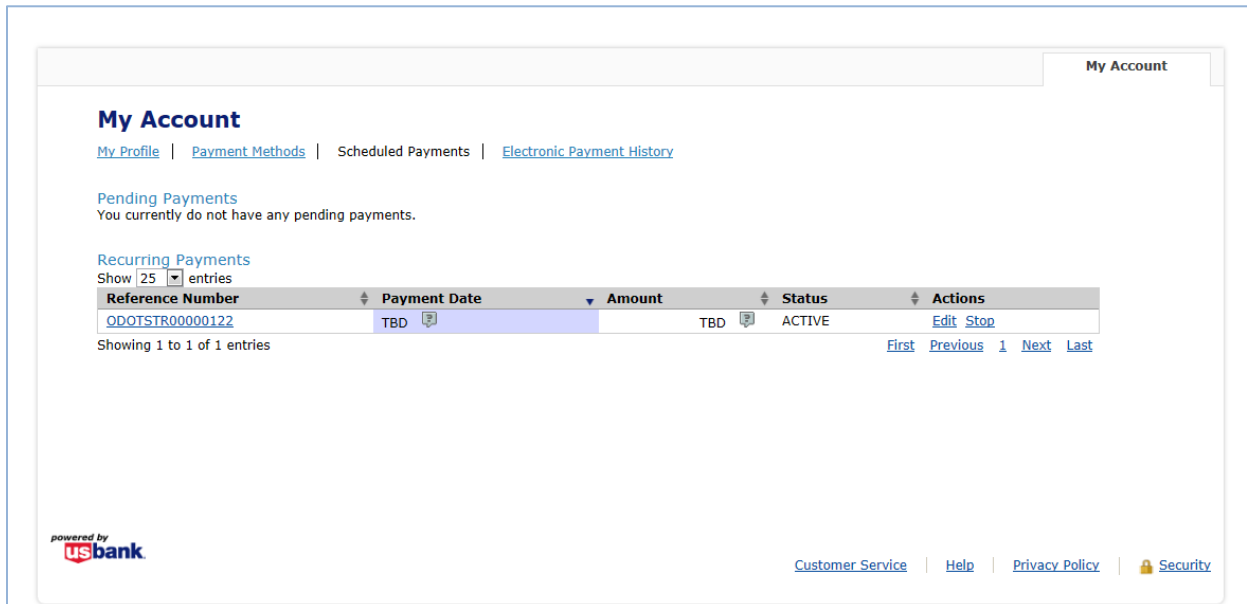


Figure 16. Scheduled Payment screen sample

An example of electronic payment history from the US Bank site.

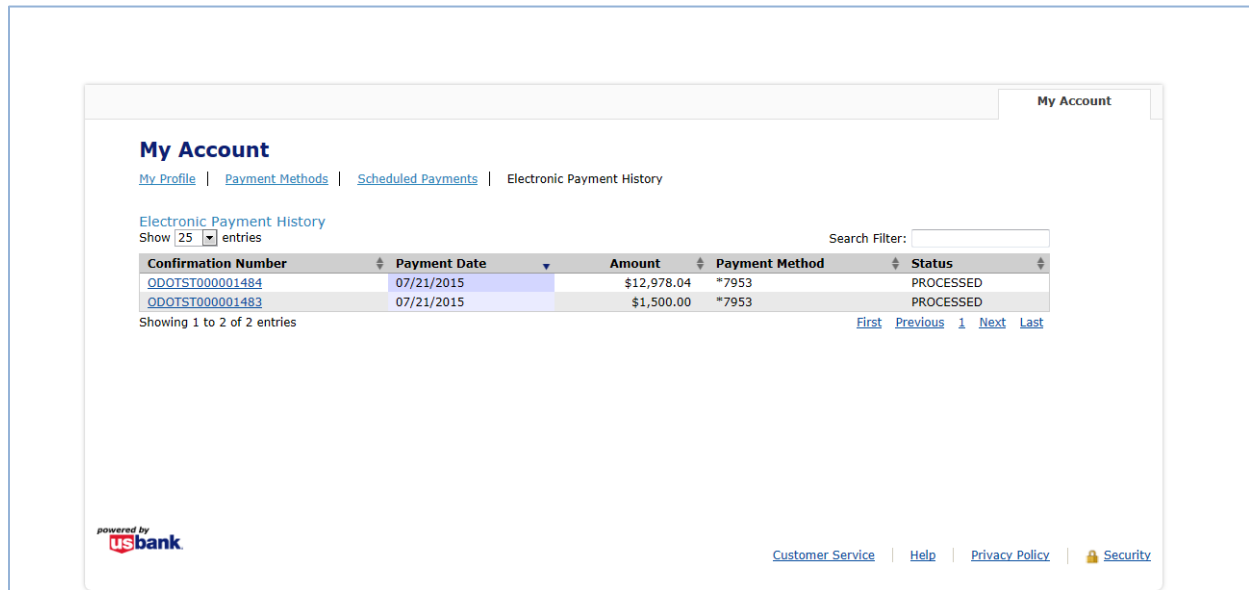


Figure 17. Electronic Payment History Screen

An example of the “Payment History” screen from the Fuels Tax System.

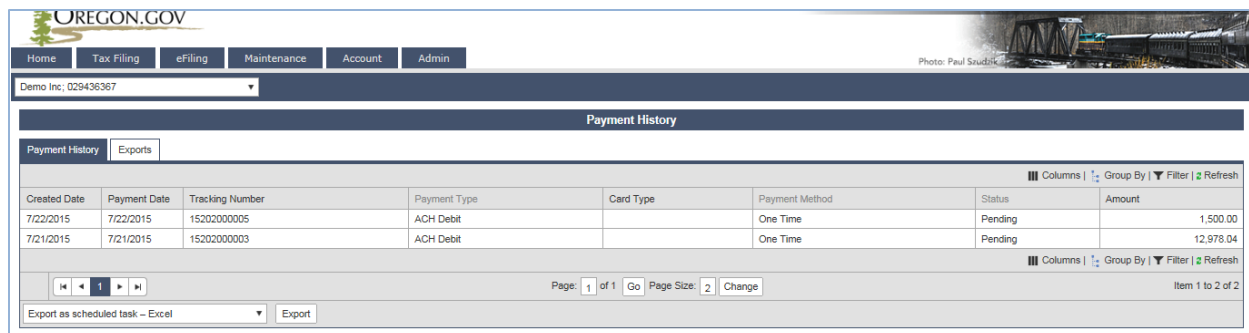


Figure 18. Payment History screen