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”.

![Making a payment screen](image)

The following screen will appear:

![Payment of tax owed screen](image)

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

In the lower part of the window, enter a checking account or savings account information for the payment.
Once the bank account information has been entered, click “Continue” at the bottom of the screen to confirm the payment information.

Check the box at the bottom of the electronic statement to accept the Terms and Conditions and click the “Confirm” button to continue to the payment review.
When payment has been completed, the following confirmation screen that shows the reference number and payment details is displayed:

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.
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”.

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

![Avalara - Payment Processing Setup](image)

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.

![Figure 13. Updating information in US Bank](image)

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

![Figure 14. Editing payment method on US Bank website](image)
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.](image1)

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](image2)
An example of electronic payment history from the US Bank site.

![Electronic Payment History Screen](image1)

**Figure 17. Electronic Payment History Screen**

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

![Payment History Screen](image2)

**Figure 18. Payment History screen**