Online Tax Payments

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Federal Tax Payments

1. Select the ‘Tax Payment’ option under the ‘Commercial Functions’ menu.
2. Select ‘Federal Tax (IRS)’ in the ‘Tax Authority’ drop down menu.
3. Select the desired tax form listed on the screen.

4. Complete all required fields in the form.
5. Click ‘Draft’ or ‘Approve’ (Dependent upon level of access) and wait for confirmation.
**State Tax Payments**

1. Select the corresponding state from the ‘Tax Authority’ drop down menu.

2. Complete all required fields in the form.

3. Click ‘Draft’ or ‘Approve’ (Dependent upon level of access) and wait for confirmation.