

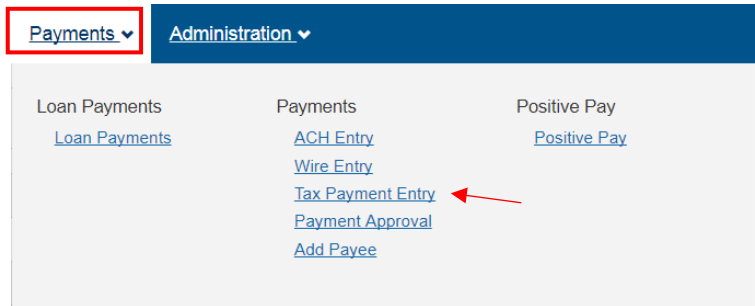
Creating & Sending a Tax Payment – Small Business

Users with Tax Payment permissions will have the ability to create and send a Tax Payment in the Small Business Online Banking Platform. Instructions for how to create and send Tax Payments are outlined below.

Creating a Tax Payment:

Step 1:

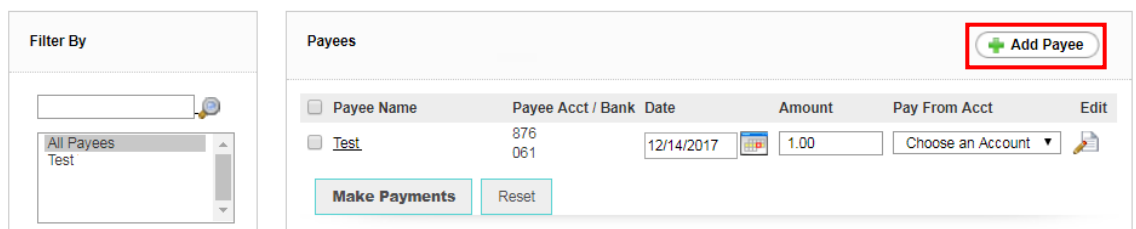
From the **Dashboard** homepage, click the **Payments** tab and select **Tax Payment Entry** from the dropdown menu.



Step 2:

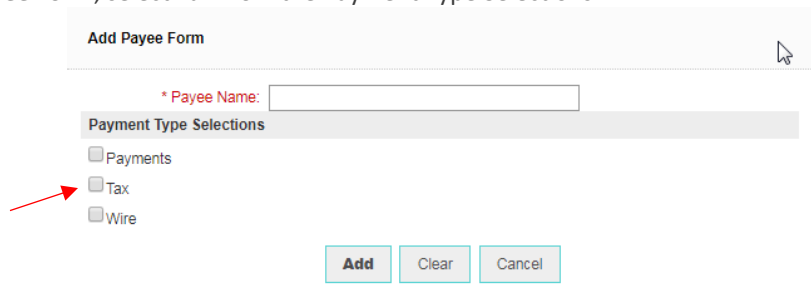
On the **Tax Payment Entry** screen, click Add Payee on the right side of the screen.

Tax Payment Entry



Step 3:

On the **Add Payee Form**, select **Tax** from the Payment Type Selections.



Step 4:

On the **Add Payee Form**, enter the requested information (Payee Name, Payee Account Number, Payee's Bank ABA/Routing Number) and select the **Tax Input Form** from the drop down. Click **Add** at the bottom of the screen to continue.

Add Payee Form

* Payee Name:

Payment Type Selections

Payments

Tax

Department/Group: No Group ▼

* Payee's Account Number:

* Payee's Bank ABA/Routing Number:

* Tax Input Form: Select a Tax Form ▼

Wire

Add Clear Cancel

Sending a Tax Payment:

Step 1:

From the Dashboard, click the **Payments** tab and select **Tax Payment Entry** from the dropdown menu.

Payments Administration

Loan Payments [Loan Payments](#)

Payments [ACH Entry](#) [Wire Entry](#) [Tax Payment Entry](#) [Payment Approval](#) [Add Payee](#)

Positive Pay [Positive Pay](#)

Step 2:

On the **Tax Payment Entry** screen, input the required Tax Payment Information (Date, Amount, Pay From Acct). Click **Make Payment** to continue.

Tax Payment Entry

Filter By

All Payees
Test

Payees [+ Add Payee](#)

Payee Name	Payee Acct / Bank	Date	Amount	Pay From Acct	Edit
<input type="checkbox"/> Test	876 061	12/14/2017	1.00	Choose an Account ▼	

Make Payments Reset

Step 3:

Once the **Make Payment** button is clicked, you will be able to review the Tax Payment Entry information prior to submitting. Once reviewed, click the **Submit** button at the bottom of the screen to continue.

Step 4:

Once you submit your Tax Payment, you will receive a screen confirming your payment has been successfully submitted. Click the Return button at the bottom of the screen to navigate back to the **Entry Page**.