

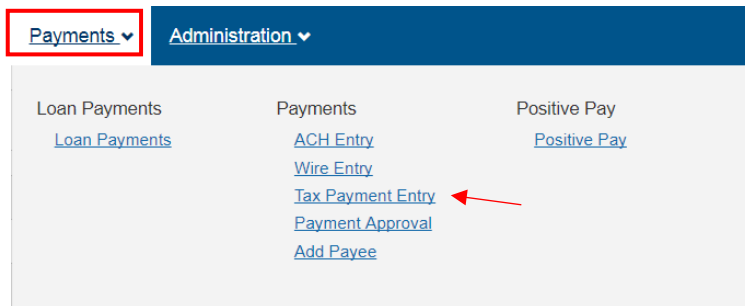
Creating & Sending a Tax Payment – Small Business

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:

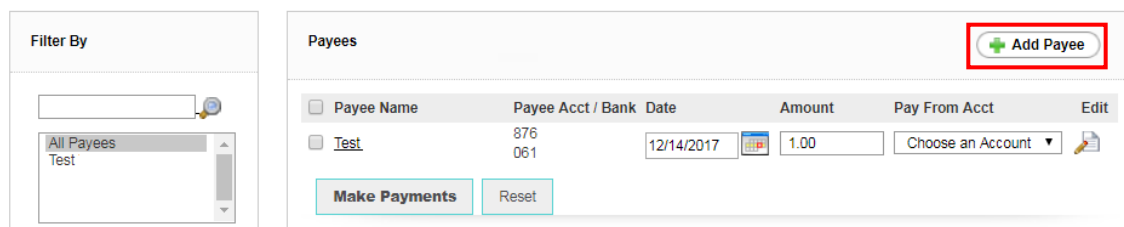
From the **Dashboard** homepage, click the **Payments** tab and select **Tax Payment Entry** from the dropdown menu.



Step 2:

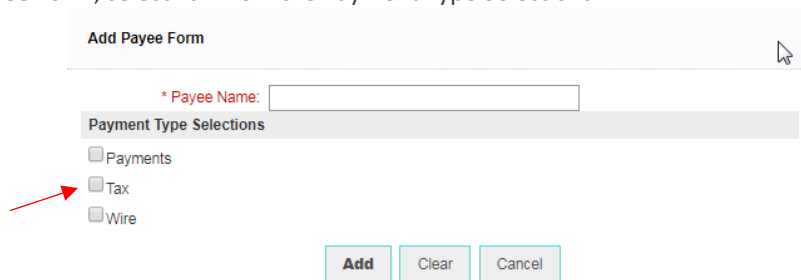
On the **Tax Payment Entry** screen, click Add Payee on the right side of the screen.

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:

* Payee's Account Number:

* Payee's Bank ABA/Routing Number:

* Tax Input Form:

Wire

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 ←	Positive Pay Positive Pay
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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	<input type="text" value="1.00"/>	Choose an Account	

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**.