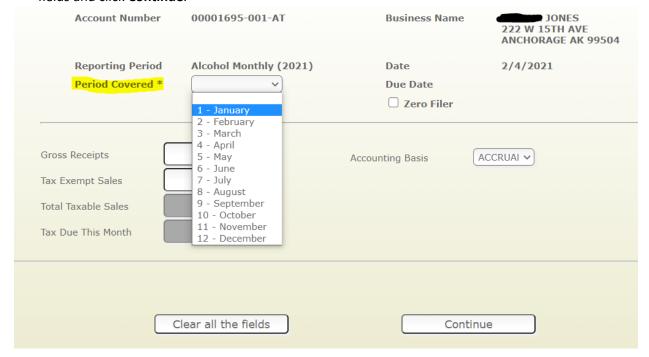
eGOV TAX RETURN FILING AND PAYMENT

Tax Return Process

1. Prior to clicking **Submit Filing** under **Remit Tax Forms**, make sure you are making the filing for the appropriate **Year** and **Tax Category**. Click **Submit Filing**



2. Select the period you are filing for from the drop-down menu. Input the amounts in the appropriate fields and click **Continue**.



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Account Number	00001695-001-AT	Business Name	JONES 222 W 15TH AVE ANCHORAGE AK 99504
Reporting Period	Alcohol Monthly (2021)	Date	2/4/2021
Period Covered *	1 - January 💙	Due Date	2/28/2021
		☐ Zero Filer	
	000	A	CCRUAI V
Tax Exempt Sales Total Taxable Sales		LC	CASH - Cash
Tax Due This Month			
	Clear all the fields	Continu	ıe

eGOV TAX RETURN FILING AND PAYMENT

3. The screen will refresh with the calculations and display the Tax Due amount. Verify that the information is correct.

For businesses filing alcohol tax returns that have multiple locations a CSV file must be attached to the tax return. Select **Alcohol tax site breakdown supplement Extension: csv** from the Add a Document to the Application section. Click **Choose File.** Select the CSV formatted document to be attached. Enter notes in the **Notes** section if needed. Click **Add Document.** Repeat as needed to upload multiple CSV files.

Account Number	00001695-001-AT	Business Name	JONES 222 W 15TH AVE ANCHORAGE AK 99504
Reporting Period Period Covered *	Alcohol Monthly (2021) 1 - January	Date Due Date Zero Filer	2/4/2021 2/28/2021
Tax Exempt Sales Total Taxable Sales	\$5,000.00 \$500.00 \$4,500.00 \$225.00	Accounting Basis ACCRU	AL - Accrual 🗸
Α	add a Document to the Applic	ation	supplement Extension: csv
	Add Document	Cancel	

eGOV TAX RETURN FILING AND PAYMENT

4. The screen will refresh showing a list of attached documents. To delete any attachments, click the **Delete** button. Once all CSV files are attached enter your password and click **Submit declaration**.

	Add a Doo	cument to the Appli	cation		
Add a D	ocument to the App	olication		~	
	Document L	ocation Choose File	e No file chosen		
	Add Docume	Notes C	ancel		
Document Name Docu	ıment Code Doc	cument Type	Document N	otes	
Testing eGov Attachment.csv	ATSUPP	.csv	for all other	r locations	<u>Delete</u>
I declare, under penalty of perjury, to the be the statements herein are complet Municipality's acceptance of this return does complete, accurate, or in compliance Confirm your pass	e and correct. I und not imply that this t with Anchorage Mu	derstand the tax return is nicipal Code quirements.			

eGOV TAX RETURN FILING AND PAYMENT

- **5.** The screen will refresh with the total amount due including any penalty, interest or credits that will be applied. There will be a printable pdf version of what the User filed.
- **6.** Click **Pay Now** to proceed

Departing Davied	Machal Monthly (2021)	Date	2/4/2021
Reporting Period Alcohol Period Covered * 1	Alcohol Monthly (2021)	Due Date	2/28/2021
		Zero Filer	
Total Values			
Total Tax Due	\$275.00	0	
Late Filing Penalty	\$0.00		
Late Payment Penalty	\$0.00		
Interest	\$0.00		
Credit on Account	\$0.00		
Total Period Balance	\$275.0	0	
Total Period Balance	\$275.00	0	
	Pay	Now	

eGOV TAX RETURN FILING AND PAYMENT



7. If the account has balances for multiple periods they will be shown on this screen and the User can select which period to pay. Click **Next Step.**



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8. The Web User's information is automatically selected. If someone beside the User is paying select **New Payer** and enter the appropriate information. Click **Next Step.**

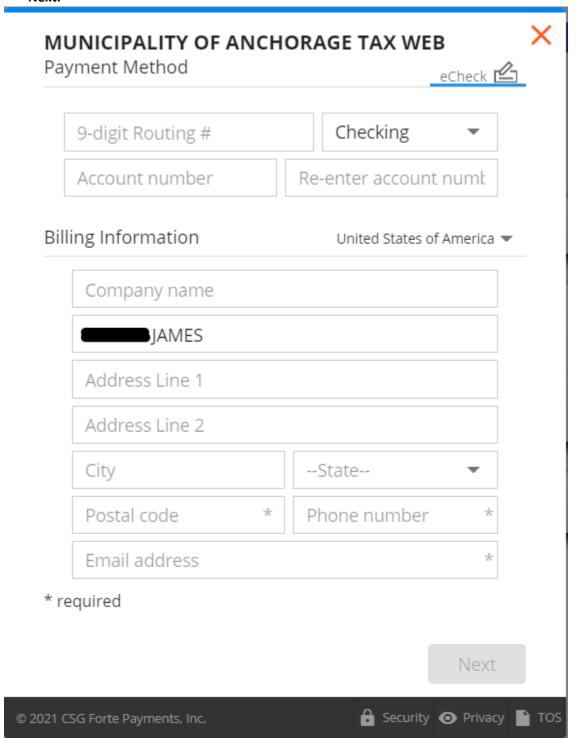


9. The screen will refresh reflecting who is paying and the amount to be paid. Verify the information is correct. Click **Pay Now.**



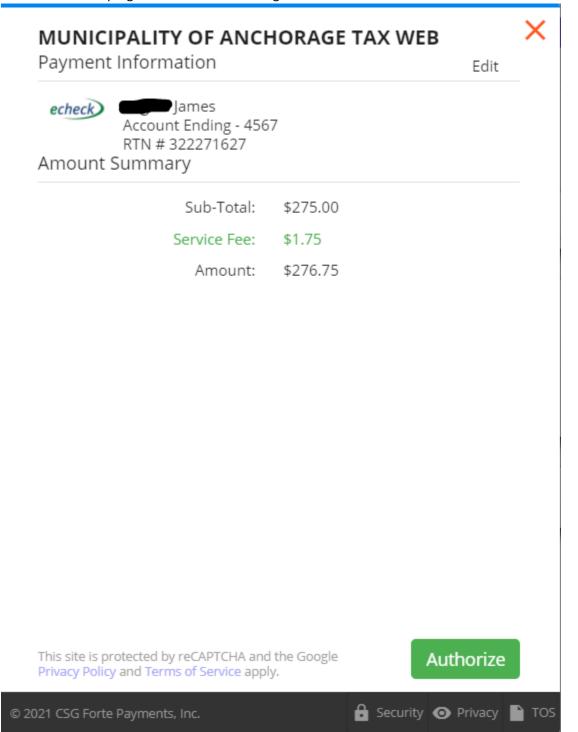
eGOV TAX RETURN FILING AND PAYMENT

10. The payment window will open. Complete all fields and verify information is correct before clicking **Next.**



eGOV TAX RETURN FILING AND PAYMENT

11. The payment window will refresh. If the information is correct click **Authorize** to continue otherwise click **Edit** in the top right corner to make changes.



eGOV TAX RETURN FILING AND PAYMENT

12. The screen will refresh displaying a confirmation code and the total amount paid. The user will also receive an email with the same information.



Back to your Account