

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**

The screenshot shows the top navigation bar with links: File Business Tax Return, Pay a Balance on Return, View Prior Return and Receipt, Update Account Info, Sign Out, and Help2. The user is logged in as JAMES. Below the navigation bar is a form with an ERemittance field and a 'Select your Account' button. The main section is titled 'Remit Tax Forms' and contains a table with columns: Actions, Year, Account, Business, Tax Category, and Last Submit. The 'Submit Filing' button is highlighted in yellow. Below the table is a link 'Request Access to a Business Tax Account'. Underneath is a 'My Business' section with a table showing account details: Account (00001695-001-AT), Business (JONES), Tax Category (Alcohol Tax), User Name (@yahoo.com), and Type (Administrator). At the bottom of this section is a link 'Register Your Business Tax Account'.

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

The screenshot shows the input fields for the reporting period and tax amounts. The 'Account Number' is 00001695-001-AT and the 'Business Name' is JONES, 222 W 15TH AVE, ANCHORAGE AK 99504. The 'Reporting Period' is set to 'Alcohol Monthly (2021)' and is highlighted in yellow. A drop-down menu is open, showing months from 1 - January to 12 - December. The 'Date' is 2/4/2021 and the 'Due Date' is blank. There is a checkbox for 'Zero Filer'. Below the drop-down menu are input fields for 'Gross Receipts', 'Tax Exempt Sales', 'Total Taxable Sales', and 'Tax Due This Month'. The 'Accounting Basis' is set to 'ACCRUAL'. At the bottom are 'Clear all the fields' and 'Continue' buttons.

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Account Number 00001695-001-AT Business Name [REDACTED] 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

Gross Receipts 5000
Tax Exempt Sales 500
Total Taxable Sales
Tax Due This Month

Accounting Basis ACCRUAI ▾
ACCRUAL - Accrual
CASH - Cash

Clear all the fields

Continue

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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	Alcohol Monthly (2021)	Date	2/4/2021
Period Covered *	1 - January	Due Date	2/28/2021
		<input type="checkbox"/> Zero Filer	

Gross Receipts	\$5,000.00	Accounting Basis	ACCRUAL - Accrual
Tax Exempt Sales	\$500.00		
Total Taxable Sales	\$4,500.00		
Tax Due This Month	\$225.00		

Add a Document to the Application

Add a Document to the Application

Document Location

Notes

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- 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 Document to the Application

Add a Document to the Application

Document Location No file chosen

Notes

Document Name	Document Code	Document Type	Document Notes	
Testing eGov Attachment.csv	ATSUPP	.csv	for all other locations	Delete

I declare, under penalty of perjury, to the best of my knowledge and belief, the statements herein are complete and correct. I understand the Municipality's acceptance of this return does not imply that this tax return is complete, accurate, or in compliance with Anchorage Municipal Code requirements.

Confirm your password before submit declaration

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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

Account Number	00001695-001-AT	JONES 222 W 15TH AVE ANCHORAGE AK 99504
Reporting Period Period Covered *	Alcohol Monthly (2021) 1	Date Due Date Zero Filer <input type="checkbox"/>
2/4/2021 2/28/2021		

Total Values

Total Tax Due	\$275.00
Late Filing Penalty	\$0.00
Late Payment Penalty	\$0.00
Interest	\$0.00
Credit on Account	\$0.00

Total Period Balance	\$275.00
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[Pay Now](#)

Your eRemittance application has been submitted.
Please print your application.

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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**.

Web User
████████ JAMES
8231 WILLIWA AVE
ANCHORAGE AK 99504

New Payer

First Name
Middle Name
Last Name
or company name
House Number
Street
Address Line 2
City
State / Province
Zip Code / Postal Code
E-mail

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


Payment Information

The transaction must be completed in 7 minutes. If not you will be redirect to the home page.

████████ JAMES 8231 WILLIWA AVE ANCHORAGE AK 99504	
Self Reported Tax Acct # 00001695-001-AT	\$275.00
2021 Alcohol Monthly January	
Total Amount:	\$275.00

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

MUNICIPALITY OF ANCHORAGE TAX WEB

Payment Method eCheck  ✕




9-digit Routing #	Checking ▼
Account number	Re-enter account numk

Billing Information United States of America ▼

Company name	
[REDACTED] JAMES	
Address Line 1	
Address Line 2	
City	--State-- ▼
Postal code *	Phone number *
Email address *	

* required

Next



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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.

MUNICIPALITY OF ANCHORAGE TAX WEB

Payment Information Edit




  James
Account Ending - 4567
RTN # 322271627

Amount Summary

Sub-Total:	\$275.00
Service Fee:	\$1.75
Amount:	\$276.75

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Authorize

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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](#) Payment Successful

Receipt No	WEB00000017
Billing Information ████████ JAMES 8231 WILLIWA AVE ANCHORAGE AK 99504	
Invoice	
Auth Code	78880254 A01 APPROVED
Self Reported Tax Acct # 00001695-001-AT	\$275.00
2021 Alcohol Monthly January	
Payment Grand Total	\$275.00
Notes _____	

[Back to your Account](#)