

MAKING ADDITIONAL PAYMENTS & SETTING UP RECURRING PAYMENTS

If you have received a notice of outstanding balance due to late payment penalties or audit assessment, payments can be made online in the Fuels Tax System.

To make a payment, select the "Account" tab. Then select "Management" then "Make Payment".

Orec	GON.GO	/					
Home Ta	ax Filing e	Filing Mai	ntenance	Account	/	Admin	
TESTDAVID01; 99	9999013	•	F	Registratio	n 🕨		
= Toot = 📩 🕇 To		idaata		1anageme	nt 🕨	Company Bala	nce
		lugets				Account Activit	y -
Calendar						Payment Histo	ry
D. Add New De	and 🕅 May 2	017		(Payment Proce	ssing Setup
Add New Re	cord iii May 2	017			Day	Make Payment	
Sunday	Monday	Tuesday	Wednesday	Thursday Friday			Saturday
30	01	02	03		04	05	06
		Figure	1. Making a pay	, ment scre	en		

The following screen will appear:

	N.GOV				
Home Tax Filin	g eFiling	Maintenance	Account	Admin	
TESTDAVID01; 99999901	3	•			
					Select Payment Amount
Payment:					
Current Amount Due:	\$0	0.00			
Outstanding Balance Due:	\$0	0.00			
Total Amount Due:	\$0	0.00			
Payment Amount: 🔺	\$0	0.00			
					Submit

Figure 2. Payment of tax owed screen

Enter the amount of payment being made and click the "Submit" button. The following screen appears:



Ori	GON.GO	V									
Home	Tax Filing	eFiling	Maintenance	Account	Admin						
											l
Select Payment	Method:										
Auto Payment	Automatic pay through the Ac	ments use the count Manage	e payment method setu ement menu option. To	p in US Bank for create or modify	recurring variab a US Bank recu	e payments. Wr rring variable pa	hen a recu ayment, se	rring variable elect the Upda	payment has te US Bank P	been succes Payment Deta	sfully setup ils option be
	If the payment	is not succes	sful, additional interest	may be charged	for outstanding	due items.					
One Time	A one-time pay	yment is made	e by entering or selectir	ng a saved payme	ent method with	US Bank. Selec	ting this of	ption will trans	fer to the US	Bank E-Payr	nent Service
Payment	If a payment is	s not successfu	ul, additional interest m	ay be charged fo	r outstanding du	e items.					
						(Submit	Update US I	Bank Paymen	nt Details	

Figure 3. Payment type screen

The first payment made in the system will only have the option of a one-time payment. Once a payment method is entered, you may modify it for automatic payments.

Click the "Submit" button to proceed to the US Bank site and enter the account information for the initial setup. The "Payment Information" area allows you to enter the frequency as a one time or recurring payment. Selecting "Recurring Payment" will allow automatic payments to be scheduled.

	Exit
	Maka a Paymant My Account
Make a Dayment	Паке а гаушен
Make a Payment	
My Payment	
Fuels Tax Payments ZMSA	
Amount Due \$12,978.04	
Tracking Number 15202000003	
Payment Information	
Frequency One Time Time	
Payment Method	
Sample Check 1215 123 Main St. 10 2346 ODEF 0 ODEF 5	

Figure 4. US Bank payment screen

In the lower part of the window, enter a checking account or savings account information for the payment.



Frequency Recurring Payment	*
requency options on the Due Date	
Payment Amount Full Amount Due	
Next Payment Date 7/21/2015	
Duration Continue until cancelled	
Payment Method	
Sample Check 1215 Vision Si 0.121 Number 0.121 Number 0.121 Personal Check Business Checks	
Bank Routing Number	
Bank Account Number	
Bank Account Type Checking Savings This is a business account	E
Account Nickname (Optional)	
Email Address linda.k.mcclelland@odot.state.or.	
Continue Cancel	Security
	-

Figure 5. Account information

Once the bank account information has been entered, click "Continue" at the bottom of the screen to confirm the payment information.

		Make a Payment	My Account
Review Payment			
Please review the information below and select Confi	irm to process your payment. Select Back to return to the previous	page to make changes to ye	our payment.
Payment Details			
Description	ODOT FUELS TAX Fuels Tax Payments ZMSA http://www.oregon.gov/ODOT/CS/FTG/Pages/index.aspx		
Payment Amount	Full Amount Due		
Payment Frequency	On the Due Date		
Next Payment Date	07/21/2015		
Next Payment Amount	\$12,978.04		
Duration	Continue Until Cancelled		
Tracking Number	15202000003		
Payment Method			
Account Nickname	Fuel Taxes		
Bank Routing Number	123000220		
Bank Name	US BANK NA		
Bank Account Number	*7953		
Bank Account Type	Checking		
Bank Account Category	Consumer		
Confirmation Email	linda.k.mcclelland@odot.state.or.us		

Figure 6. Review payment screen

Check the box at the bottom of the electronic statement to accept the Terms and Conditions and click the "Confirm" button to continue to the payment review.



Payment Method	
Account Nickname Fuel Taxes	
Bank Routing Number 123000220	
Bank Name US BANK NA	
Bank Account Number *7953	
Bank Account Type Checking	
Bank Account Category Consumer	
Confirmation Email linda.k.mcclelland@odot.state.or.us	
By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above. If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in truth I notify my bank or notify the payee of its termination. I understand that I do this by cancellar any pending payment instructions within this system at least three banking days before my account is scheduled to be debited.	E
Confirm Back Confirm Confirm Customer Service Help Privacy Policy	Security

Figure 7. Verifying the payment information

When payment has been completed, the following confirmation screen that shows the reference number and payment details is displayed:

Confirmation		
Please keep a record of your Reference Number, or j	print this page for your records.	
A payment confirmation will be emailed to you when	each instance of this Recurring Payment is released. Please keep confirmation emails for	your records.
Reference Number ODOTSTR00000122		
Payment Details		
Description	ODOT FUELS TAX Fuels Tax Payments ZMSA http://www.oregon.gov/ODOT/CS/FTG/Pages/index.aspx	
Payment Amount	Full Amount Due	
Payment Frequency	On the Due Date	
Next Payment Date	07/21/2015	
Last Update Date	07/21/2015	
Next Payment Amount	\$12,978.04	
Duration	Continue Until Cancelled	
Status	ACTIVE	
Tracking Number	15202000003	
Payment Method		
Account Nickname	Fuel Taxes	
Bank Routing Number	123000220	
Bank Name	US BANK NA	
Bank Account Number	*7953	
Bank Account Type	Checking	
Bank Account Category	Consumer	
Confirmation Email	linda.k.mcclelland@odot.state.or.us	
Continue		
f by		

Figure 8. Payment confirmation page

Click the "Continue" button to leave the US Bank site and return to the Fuels Tax System payment history confirmation screen. This screen shows the date created, tracking number, the status and amount.



Home 1	GON.GO	V eFiling Maintenance	Account Admin		Ph	oto: Paul Szudzie	
Demo Inc; 029436	6367	•					
			Pay	ment History			
Payment History	/ Exports						
						III Columns	🚦 Group By 🍸 Filter 2 Refresh
Created Date	Payment Date	Tracking Number	Payment Type	Card Type	Payment Method	Status	Amount
7/21/2015	7/21/2015	15202000003	ACH Debit		One Time	Pending	12,978.04
						III Columns	Group By Y Filter 2 Refresh
	4		Page: 1 0	f 1 Go Page Size: 1 Ch	hange		Item 1 to 1 of 1
• •							

Figure 9. Payment history screen

Setting Up Recurring Payments

Once a payment method is entered into the US Bank system, recurring payments can be set up as long as "recurring payment" was selected in the US Bank system.

Recurring payments will automatically make the payment according to preset instructions. This will eliminate several payment steps when filing a tax report each period.

To set up a recurring payment, select the "Account" tab. Then select "Management" then "Payment Processing Setup".

C	REGO	N.G(JV					
Home	Tax Fili	ng	eFiling	Maintenance	Account		Admin	
TESTDAVI	D01; 9999990	13		•	Registration	►		
i Tost -		J. Ad	d Widgots		Managemen	t⊧	Company Balance	
i lest V	Ser Tools V	T Au	u widgets				Account Activity	_
Calendar							Payment History	
	In Desert	ini M	au 2017		-	_	Payment Processing Setup	
Add r	New Record		ay 2017			Day	Make Payment	

Figure 10. Payment Processing menu selection

The following screen is displayed:

Home Tax Filing eFiling	Maintenance Aud	t Accou	int Admin					Phot	Welcome vandelayindustries ad	nin Help 🗋 4 Sign Out
				Pay	ment Proce	ssing Setup				
Payment Processing Setup Scheduled Tasks]									
Add New Record									Columns 🗄 Group By	🍸 Filter 🗬 Refresh
User Name	Recurring Reference ID	Last 4 Digits	Account Key	Auto Pay	Pay Date	Account Status	Payment Type	Effective Date	Obsolete Date	Nickname
vandelayindustries_admin								7/1/2019		
Add New Record									🗰 Columns 📙 Group By	🍸 Filter 🗬 Refresh
				Page	1 of 1 Ge	Page Size: 1	Change			Item 1 to 1 of 1
Export as Scheduled Task - Exc * Export										





Click on the line with the payment information to change the set-up. The following pop up window appears:

Avalara - Payme	ent Processing Setup				×
User Name	demoinc_admin		Account Status	Available	
Effective Date	7/21/2015		Payment Type	ACH Debit	
Obsolete Date			Recurring Reference ID	ODOTSTR00000122	
Auto Pay	No	•	Last Four Digits	7953	
Pay Date		•	Account Key	ODO1199	
			Nickname	Fuel Taxes]
	Upo	late Up	odate US Bank Payment D	letails	

Figure 12. Payment processing setup window

The fourth entry on the left column is the AUTO PAY selection. The default is no. Click on the dropdown menu to change it to yes.

When the AUTO PAY selection is changed to "Yes", the PAY DATE options become available.

Select whether to pay on the DUE DATE, one to five days before, or IMMEDIATE (payment will be processed upon submission of the report).

If you select a "due date – # days" option and complete the return after that date, the payment will be processed upon submission.

When you have completed the changes to your selection, click the "Update" button at the bottom of the window to save the changes.

Information can be updated as often as needed.

To update banking information, click on "Update US Bank Payment Details" at the bottom of the "Payment Processing Setup" screen. This will take you to the US Bank site to update your banking information.



The US Bank site offers options to update your profile, update payment methods, see a list of scheduled payments, or view electronic payment history.

		My Account
My Account		
My Profile Payment Methods	Scheduled Payments Electronic Payment History	
My Contact Information		
	First Name Semi	
	Last Name Demo	
	Company Demo Inc	
	Address 1 2307 Fifth St	
	Address 2 (Optional)	
	City Oregon City	
	State OR	
	Zin Code 97045 (Ontional)	
	Phone Number (502)555 1212	
	(503)555-1212	
	Email Address linda.k.mcclelland@odot.state.or.	
Save Cancel		
powered by		
usbank		Customer Convice Help Drivery Deligy 0 Cogyrith

Figure 13. Updating information in US Bank

On the "Payment Methods" tab, an existing payment method can be edited or deleted and new methods may be added.

					My Account
Mar. A					
My Accoun	C .				
My Profile Paymo	ent Methods Scheduled Paymer	ts Electronic Payment His	tory		
Saved Payment M	1ethods			Add a Pay	rment Method
Nickname	Method	🗍 Type	Number	Actions	
Fuel Taxes	Bank Account	Checking	*7953	Edit Delete	

Figure 14. Editing payment method on US Bank website



To edit or add a payment method, enter the bank information as you did with the original setup. Note that if a payment is scheduled for an account, that account cannot be changed until the payment has processed.

	My Account
My Account	
My Profile Payment Methods Scheduled Payments Electronic Payment History	
Edit Payment Method	
This account is associated with one or more scheduled payments. Any changes to this account will be reflected in those payments.	
Sample Check 1215 Arytown, No 2345 DATE Perto To 2345 DATE ORTER OF 5	
VUID SIZUASSINGUE ISUASSINGUE ISUASSINGUE Number Number Number Personal Check Business Check	
Bank Routing Number 123000220	
Bank Account Number *7953	
Bank Account Type @ Checking	
Account Nickname Fuel Taxes	
Save Cancel	

Figure 15. Edit or add a payment method screen.

Anytime you update your contact information or your account information in the US Bank site, make sure to click "Save" in the lower left corner.

An example of a screen showing scheduled payments for an account.

							Му	Account
My Account								
My Profile Payment Methods	Schee	uled Payments Elect	ronic Payment History					
Pending Payments You currently do not have any pe	ending pay	ments.						
Recurring Payments Show 25 💌 entries								
Reference Number	\$	Payment Date	🔻 Amount	\$	Status 🗍	Actions		
ODOTSTR00000122		TBD 🔋		TBD 🗐	ACTIVE	Edit Stop		
Showing 1 to 1 of 1 entries					First	<u>Previous</u> <u>1</u>	<u>Next</u> <u>Last</u>	
sond by					<u>Customer Service</u>	<u>Help</u>	Privacy Policy	A Se

Figure 16. Scheduled Payment screen sample



An example of electronic payment history from the US Bank site.

						My Account
My Account						
My Profile Payment Methods	Scheduled Payments	Electronic P	ayment History			
Show 25 • entries				S	earch Filter:	
Confirmation Number	Payment Date	•	Amount 🗍	Payment Method		*
ODOTST000001484	07/21/2015		\$12,978.04	*7953	PROCESSED	
ODOTST000001483	07/21/2015		\$1,500.00	*7953	PROCESSED	
Showing 1 to 2 of 2 entries					<u>First Previous 1 Nex</u>	<u>tt Last</u>

Figure 17. Electronic Payment History Screen

An example of the "Payment History" screen from the Fuels Tax System.

Home Tax Filing eFiling Maintenance Account Admin									
Demo Inc; 02943	Demo Inc; 029436367 🔹								
	Payment History								
Payment Histor	Payment History Exports								
						III Columns	Group By Y Filter 2 Refresh		
Created Date	Payment Date	Tracking Number	Payment Type	Card Type	Payment Method	Status	Amount		
7/22/2015	7/22/2015	15202000005	ACH Debit		One Time	Pending	1,500.00		
7/21/2015	7/21/2015	15202000003	ACH Debit		One Time	Pending	12,978.04		
	III Columns † Group By 🍸 Fitter 2 Refresh								
H 4	Image:								
Export as sche	Export as scheduled task – Excel Export								

Figure 3	18. Pa	yment	History	screen
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