



CITY AND BOROUGH OF JUNEAU, ALASKA  
Finance Department – Sales Tax Division  
155 South Seward Street, Juneau, Alaska 99801  
Phone (907) 586-5215 ext. 4901 FAX (907) 586-0365

## Making a payment with filing a return

1. Once you have submitted your return, from the “Balance Summary” screen, select “Pay Now”.

**Filing Complete**

Select your AccountComplete ReturnSubmit ReturnApplication Completed

**Account Number** 01002447

**Reporting Period** Quarterly  
**Period Covered\*** 2

**NATHAN'S SERVICES**  
155 S SEWARD ST  
JUNEAU AK 99801

**Date** 5/25/2018  
**Due Date** 7/31/2017

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**Total Values**


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<b>Total Tax Due</b>	\$980.75
<b>Late Filing Fee</b>	\$25.00
<b>Late Payment Penalty</b>	\$245.19
<b>Interest</b>	\$73.26
<b>Total Discount</b>	\$0.00
<b>Credit on Account</b>	\$0.00
<b>Total Deposit</b>	\$0.00

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<b>Total Period Balance</b>	\$1,324.20
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Pay LaterPay Now

2. On the "Account Balance" screen, locate the balance you want to pay.
3. **Important:** All checkboxes for a period must be selected to make a payment to a period balance.
4. Once both checkboxes are checked, select "Next Step" to continue

Step 1: Select the amounts you are paying.

Description	Details		
	Type	Amount	Select
<b>Self Reported Tax</b> Account Number 01002447 Year 2017 Period 1	Amount	\$0.00	<input type="checkbox"/>
	<b>Total Amount:</b>	<b>\$0.00</b>	
	<b>Prepayment is available</b>		
	Type	Amount	Select
<b>Self Reported Tax</b> Account Number 01002447 Year 2017 Period 2	Amount	\$1,005.75	<input checked="" type="checkbox"/>
	Late Charges	\$318.45	<input checked="" type="checkbox"/>
	<b>Total Amount:</b>	<b>\$1,324.20</b>	
	<b>Prepayment is available</b>		
	Type	Amount	Select
<b>Self Reported Tax</b> Account Number 01002447 Year 2017 Period 3	Amount	\$0.00	<input type="checkbox"/>
	<b>Total Amount:</b>	<b>\$0.00</b>	
	<b>Prepayment is available</b>		
	Type	Amount	Select
<b>Self Reported Tax</b> Account Number 01002447 Year 2017 Period 4	Amount	\$0.00	<input type="checkbox"/>
	<b>Total Amount:</b>	<b>\$0.00</b>	
	<b>Prepayment is available</b>		

Select All   Unselect All

Back to your Account   Next Step

5. On the next screen, enter the amount you want to pay.
6. **\*\*Important\*\*** - There is a maximum transaction limit of \$99,000.
  - o Payments greater than \$99,000 will need to be split into multiple transactions
7. The default is the full balance for that period, but you can submit a partial payment.
8. Once you have entered your payment amount, select "Next Step".

Step 2: Accept the default or enter the amount you want to pay.

Description	Details		Amount To Pay
	Type	Amount	
<b>Self Reported Tax</b> Account Number 01002447 Year 2017 Period 2	Amount	\$1,005.75	900.00
	Late Charges	\$318.45	
	<b>Total Amount:</b>	<b>\$1,324.20</b>	

Previous Step   Next Step

9. On the following screen, select or enter the Payer name and billing address

10. Select "Next Step"

Step 3: Select Previous Payer, if you have already made an ePayment, or select a New Payer and fill in the parameters.

**Web User**  
NATHAN'S SERVICES  
155 S SEWARD ST  
JUNEAU AK 99801

**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



11. You'll then be taken to Paymentus to make your payment.
12. Verify your CBJ Sales Tax account number is correct.
13. Verify the email address that should be used for your payment confirmation.
14. Make the necessary changes and hit "Continue".

 Enter Account Information


Payment Type

 Tax Bill

Please enter your Account Number as shown on your bill.

Account Number

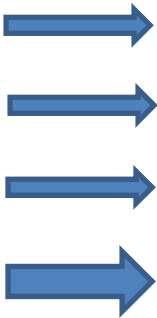
01002447

Email 

nathans@salestax.net

Re-Enter email

nathans@salestax.net



**Paymentus**

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15. Next, enter payment information and select payment method

### Description of Payment methods

- Credit Card
  - Visa, MasterCard & Discover are accepted.
  - Convenience fee of 2.95% per transaction is charged on credit card payments.
- Debit Card
  - Visa & MasterCard debits cards are accepted.
  - Convenience fee of 2.95% per transaction is charged on debit card payments.
- ACH / eChecks
  - Checking or savings accounts can be used.
  - There is NO FEE for ACH / eCheck payments.
- **\*\*Please note\*\***: There is a \$99,000 maximum transaction limit.
  - Payments greater than \$99,000 will need to be split into multiple transactions.