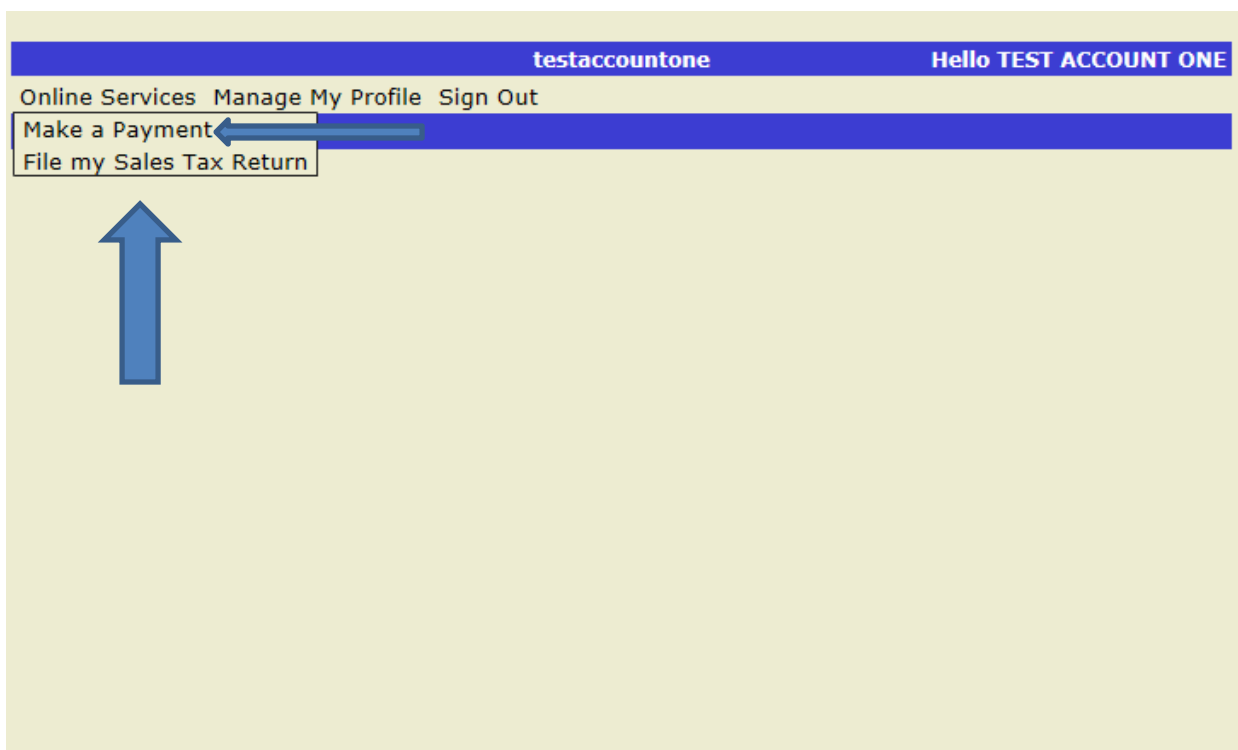




CITY AND BOROUGH OF JUNEAU, ALASKA  
Finance Department – Sales Tax Division  
155 South Seward Street, Juneau, Alaska 99801  
Phone (907) 586-5215 ext. 4901 FAX (907) 586-0365

## Making a payment against a balance due

1. After logging into your profile:
  - Go to “Online Services” on the menu bar
  - Select “Make a Payment”



2. Select your CBJ Sales Tax account number (*will be labeled ST Account ID*)
  - o Then click on “Next Step”

Please complete the following step(s)

Please Make a Selection

**Predefined Selections**

ST Account ID: 01003633

**Next step**

3. On the “Account Balance” screen, locate the period(s) with the balance(s) you want to pay.
  - o Partial payments can be made against multiple period balances.
  - o The “Amount” represents the balance from the most recent billing statement.
  - o The “Late Charges” represent any accrued, but not yet billed penalties and/or interest.
  - o **Important:** Each checkbox for the period(s) being paid must be selected to make a payment to that period.
  - o Once you have selected all appropriate check boxes, 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 01003633 Year 2019 Period 3	Amount	\$0.00	<input type="checkbox"/>
	<b>Total Amount:</b>	<b>\$0.00</b>	
	<b>Prepayment is available</b>		
<b>Self Reported Tax</b> Account Number 01003633 Year 2019 Period 5	Amount	\$1,375.00	<input checked="" type="checkbox"/>
	Late Charges	\$307.26	<input checked="" type="checkbox"/>
	<b>Total Amount:</b>	<b>\$1,682.26</b>	
		<input type="button" value="Select All"/>	<input type="button" value="Unselect All"/>

4. On the next screen, enter the amount you want to pay.
  - Partial payments can be submitted against multiple period balances.
  - **\*\*Important\*\*** - There is a maximum transaction limit of \$99,000.
  - Payments greater than \$99,000 will need to be split into multiple transactions
  - Once you have entered your payment amount, select “Next Step”.

**Step 2: Accept the default or enter the amount you want to pay, up to a maximum total payment of \$99,000**

Description	Details		Amount To Pay
	Type	Amount	
<b>Self Reported Tax</b> Account Number 01003633 Year 2019 Period 5	Amount	\$1,375.00	\$1,682.26
	Late Charges	\$307.26	
	<b>Total Amount:</b>	<b>\$1,682.26</b>	

5. On the following screen, select or enter the Payer name and billing address
  - Select “Next Step”

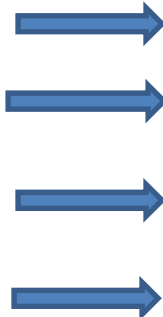
**Step 3: Select Previous Payer, if you have already made an ePayment, or select a New Payer and fill in the parameters.**


**Web User**  
 TEST ACCOUNT ONE  
 155 S SEWARD ST  
 JUNEAU AK 99801

**New Payer**


First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
or company name	<input type="text"/>
House Number	<input type="text"/>
Street	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State / Province	ALASKA <input type="button" value="v"/>
Zip Code / Postal Code	<input type="text"/>
E-mail	<input type="text"/>

6. You'll then be taken to Paymentus to make your payment.
  - Verify your CBJ Sales Tax account number is correct.
  - Verify the email address that should be used for your payment confirmation.
  - 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**

**Email** ⓘ

**Re-Enter email**

## Paymentus

7. 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.