



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 Account Complete Return Submit Return **Application Completed**


Account Number	01002447	NATHAN'S SERVICES
		155 S SEWARD ST
		JUNEAU AK 99801

Reporting Period	Quarterly	Date	5/25/2018
Period Covered*	2	Due Date	7/31/2017

Total Values

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

Total Period Balance	\$1,324.20
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- On the “Account Balance” screen, locate the balance you want to pay.
- Important:** All checkboxes for a period must be selected to make a payment to a period balance.
- Once both checkboxes are checked, select “Next Step” to continue

Search Account Account Balance Set Payment Select Payor Payment Type Payment Information Confirm Payment Complete Payment

Step 1: Select the amounts you are paying.

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

Back to your Account Next Step

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

Search Account Account Balance Set Payment Select Payor Payment Type Payment Information Confirm Payment Complete Payment

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

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

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

Continue

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.