

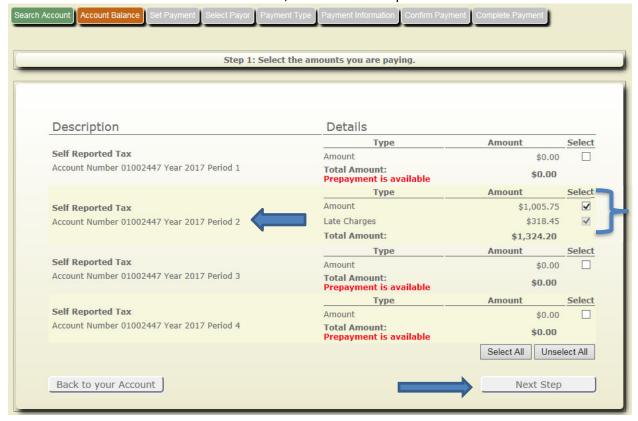
CITY AND BOROUGH OF JUNEAU, ALASKA Finance Department – Sales Tax Division 155 South Seward Street, Juneau, Alaska 99801 Phone (907) 586-5215 ext. 4901 FAX (907) 586-0365

Making a payment with filing a return

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



- 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



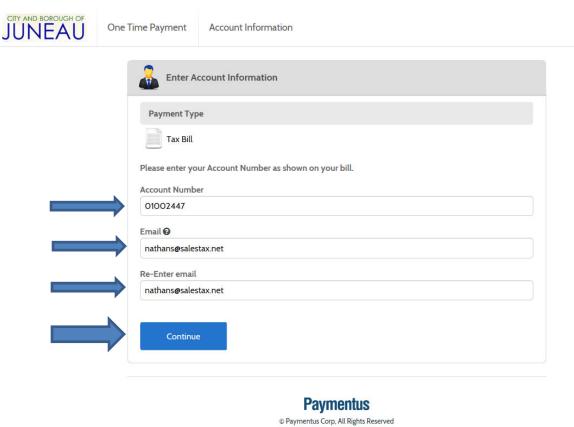
- **5.** On the next screen, enter the amount you want to pay.
- **6.** **Important** There is a maximum transaction limit of \$99,000.
 - Payments greater than \$99,000 will need to be split into multiple transactions
- 7. The default is the full balance for that period, but you can submit a partial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



- 9. On the following screen, select or enter the Payer name and billing address
- 10. Select "Next Step"



- 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".



15. Next, enter payment information and select payment method

Description of Payment methods

- Credit Card
 - Visa, MasterCard & Discover are accepted.
 - o Convenience fee of 2.95% per transaction is charged on credit card payments.

Privacy Policy

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