

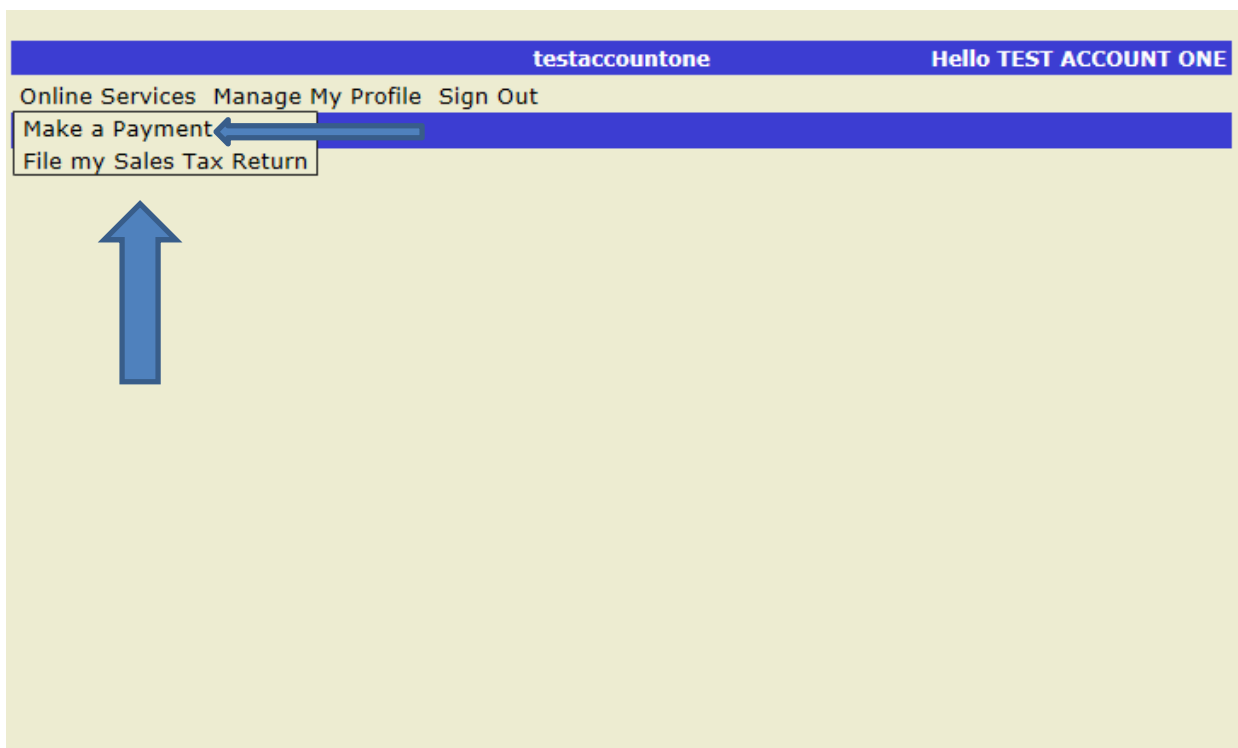


CITY AND BOROUGH OF JUNEAU, ALASKA
Finance Department – Sales Tax Division
155 South Seward Street, Juneau, Alaska 99801
Phone (907) 586-5215 ext. 4901 FAX (907) 586-0365

Making a monthly deposit

For Quarterly Filers only

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*)
 - Then click on “Next Step”

Please complete the following step(s)

Please Make a Selection

Predefined Selections

ST Account ID: 01003633

3. On the “Account Balance” screen, locate the period you want to make a monthly deposit to.
 - Deposits can be made to any period that shows **Prepayment is available**
 - **Important:** The checkbox for the period must be selected to make a monthly deposit to a period.
 - Once you have selected the check box, select “Next Step” to continue

	Type	Amount	Select
Self Reported Tax	Amount	\$0.00	<input checked="" type="checkbox"/>
Account Number 01003633 Year 2019 Period 3	Total Amount:	\$0.00	
	Prepayment is available		

4. 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
 - 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	
Self Reported Tax	Amount	\$0.00	<input type="text" value="25000"/>
Account Number 01003633 Year 2019 Period 3	Total Amount:	\$0.00	

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

Middle Name

Last Name

or company name

House Number

Street

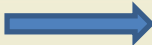
Address Line 2

City

State / Province

Zip Code / Postal Code

E-mail



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

01003633

Email ⓘ

test.account@juneau.org

Re-Enter email

test.account@juneau.org

Continue

Paymentus

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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.