Filing a Return

On the Account Summary page, a return can be filed by clicking *File Now* for the applicable filing period.

Once you click *File Now*, the return for the filing period you selected will appear. Please note that you can file a return up to one (1) period in advance.

Filing a Retail Sales Tax Return and Making a Payment

Enter the information for the required fields. Click NEXT. Any Outstanding Balance is pre-populated. The Total Amount Due is calculated. To avoid penalty charges, the amount in Total Amount Due must be paid in full by the return due date.

Review the information on this screen for accuracy. Click SUBMIT to file your return. Click PREVIOUS to revise your return. To print the return, click PRINT.

Please note that the filing of a tax return and making a payment are two separate transactions. To make a Pre-Authorized Payment (PAD) payment, click PROCEED TO PAYMENT. Please see *Making a PAD Payment* under Help for information on how to make a PAD payment. To make a payment through your financial institution's online bill payment process, click OK to return to the Account Summary page. You can now visit your financial institution's website to make a payment. Please see *Financial Institution Payment* under Help for information on how to set up your tax account for payment.

Filing a Health and Education Levy (HE) Return and Making a Payment

Enter an amount in Gross Payroll. YTD Payroll is pre-populated. Click NEXT. On the next step, the Tax Payable is calculated. Any Outstanding Balance is pre-populate. The Total Amount Due is calculated.

Confirm the information on this screen and click SUBMIT to file your return. Click PREVIOUS to revise your return. To print the return, click PRINT.

Please note that the filing of a tax return and making a payment are two separate transactions. To make a Pre-Authorized Payment (PAD) payment, click PROCEED TO PAYMENT. Please see *Making a PAD Payment* under Help for information on how to make a PAD payment. To make a payment through your financial institution's online bill payment process, click OK to return to the Account Summary page. You can now visit your financial institution's website to make a payment. Please see *Financial Institution Payment* under Help for information on how to set up your tax account for payment.

Filing a Return – Notice of Assessment

A return can be filed for any period that a taxpayer has received a Notice of Assessment (NOA). The Return Status will display Tax Assess for a NOA. To file a return for a period with a NOA, click *View Return* for the filing period with the NOA. Click CHANGE and follow the instructions above in **Filing a Return.** Once the return is filed, the assessment will be replaced by the new figures filed.

Changing a Return

A filed return in Processed or Pending Return Status can be changed. A filed return with In Process Return Status cannot be amended at this time as it is being processed.

To change a filed return, on the Account Summary page, click *View Return* or *View Request* for the filing period to be changed. Click CHANGE and follow the instructions above in **Filing a Return.**

Withdrawing a Return

A return can be withdrawn up to the time that the return remains in Pending or Stored status in TAXcess. You can determine the status of your return by clicking the *Status* in the Account Summary page and viewing the Return Status for the applicable return filing period.

To withdraw a return, click *View Request* for the applicable filing period. Click WITHDRAW. If you do not want to withdraw the return, click NO. Click YES to withdraw the return. Click PRINT to print the withdrawn return.

Alternatively, click on the Pending or Stored request under the Status tab on the right side of the page and follow the instructions above.

Save and Finish Later

You can begin filing a return and then save and finish it later. To save a return, click SAVE AND FINISH LATER during the filing of the return. Click YES to save your return and finish later. The Return Status for the filing period will be Stored.

To complete a stored return, click *View Request* for the applicable filing period. Click CHANGE. Complete the return as described in **Filing a Return** above. Alternatively, click on the Stored request under Waiting to be processed tab of the Status tab and complete the return as described in **Filing a Return** above.

To withdraw a stored return, click WITHDRAW and follow the instructions in **Withdrawing a Return** above.