

ONLINE ELECTRONIC PAYMENT – DETAILED INSTRUCTIONS

Federal Payment – Tax Due

1. Go to the following address: www.irs.gov/payments
2. Select **Bank Account (Direct Pay)** for electronic bank withdrawal
3. Select **Make a Payment**
4. From the **Reason for Payment** dropdown, select **Tax Return or Notice**
5. From the **Apply Payment To** dropdown, select **1040, 1040A, 1040EZ**
6. From the **Tax Period for Payment** dropdown, select the appropriate tax year
7. Select **Continue**
8. At this point, you will be requested to verify your identity by completing the following fields:
Tax Year for Verification (same as **Tax Period for Payment** above), Filing Status, First Name, Last Name, SSN or ITIN, Date of Birth, Country of Residence, Street Address or P.O. Box, City, State/US Territory and Zip Code
If you are unsure how to answer any of the above, contact us for additional assistance.
9. Select **Continue**
10. Enter the amount of payment, bank routing number, account number and account type
11. A Disclosure Authorization pop-up will require you to agree to the Authorization Agreement, select **I Agree**
12. Verify the information entered, complete the Electronic Signature section with your First Name, Last Name and SSN or ITIN
13. Check to the box which states *I accept the Debit Authorization Agreement*
14. Select **Submit**
15. Retain a copy of the receipt/confirmation for your records

Federal Payment – Estimated Tax

Steps 1-3 same as above

4. From the **Reason for Payment** dropdown, select **Estimated Tax**
5. From the **Apply Payment To** dropdown, select **1040ES (for 1040, 1040A, 1040EZ)**
6. From the **Tax Period for Payment** dropdown, select the appropriate tax year
7. Select **Continue**

Steps 8-15 same as above

Oregon Payment – Tax Due

1. Go to the following address: revenueonline.dor.oregon.gov
2. Select **Make a payment** under the "File & Pay" section
3. Select **Pay now with checking or savings**
4. From the **ID Type** dropdown, select **Social Security Number** or **Individual Taxpayer ID Number**, dependent upon which applies to you. Complete the ID, Legal last name, Phone Number, Email and Verify Email fields with your information
**Do not check the box for "Payment is for Other Agency Account debt."*
5. The next screen will ask *Do you have a payment voucher with a media number?*, select **No**, then **Next**
6. From the **Account Type** dropdown, select **Personal Income Tax**
From the **Payment Type** dropdown, select **Return Payment – Apply to tax due from return, or extension payment (if applicable)**.
From the **Filing Frequency** dropdown, select **Annual – Has a requirement to file once a year**.
In the **Tax Year** field, type in the appropriate tax year
7. Select **Next**
8. From the **Bank Account Type** dropdown, make the appropriate selection for personal or business and checking or savings
Enter the bank routing and account number
Enter the desired payment date and payment amount
9. Select **Submit**
10. Retain a copy of the receipt/confirmation for your records

Oregon Payment – Estimated Tax

Steps 1-5 same as above

6. From the **Account Type** dropdown, select **Personal Income Tax**
From the **Payment Type** dropdown, select **Estimated Payment – Apply to upcoming tax due**.
From the **Filing Frequency** dropdown, select **Annual – Has a requirement to file once a year**.
In the **Tax Year** field, type in the appropriate year

Steps 7-10 same as above