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## Making Online Tax Payments

In lieu of writing a check and mailing it in with the estimated tax vouchers to the IRS or ODR, you can make an online payment as directed below. Do not mail in the voucher if you choose to make the online payments.

Please set up the payment a few days in advance of when it is due to ensure that the tax agencies receive the payment on or before the due date.

Internal Revenue Service tax payment: - Go to the website: <https://www.irs.gov/>

1. Click the button "Make a Payment".
2. Click the button "Direct Pay"
3. Click the button "Make a Payment".
4. Choose the reason for payment from the dropdown menu. (Estimated Tax, Extension, Tax Return or Notice)
5. Choose the apply payment from the dropdown menu. (Form 1040-ES for making estimated tax payments.)
6. Choose the year for the payment to apply to in the third box, then hit continue.
7. You will need a tax return that you have filed with the IRS within the last 6 years. Using the tax return, fill in the requested information to verify your identity and hit continue.
8. Fill in your payment information with amount, date of withdrawal, and bank information.
9. Review the screen for details related to the payment. You can make changes here, if needed.
10. Once you are satisfied, you will enter your name in the fields and authorize the payment.
11. Print the confirmation sheet for your records.
12. After the scheduled payment date, please check your bank account to confirm that the payment was electronically transferred.

Oregon Department of Revenue tax payment: Go to the website: <http://www.oregon.gov/DOR/pages/index.aspx>

1. Click on "Revenue Online"
2. Click on "Payments"
3. Under checking or savings account, click "Pay now with checking or savings".
4. Enter in the Customer Information requested in each box.
5. Answer "Yes or No", to the payment voucher with a media number on it. You will only be assigned a media number by the ODR if they show you have a balance due and have sent you a tax payment notice. In most instances, you will answer "No" to this question.
6. For the Account Type, you will select from the dropdown menu. This will probably be "Personal Income Tax".
7. For the Payment Type, you will select from the dropdown menu. This will probably be "Estimated Payment" unless you are making the final payment due on your tax return, in which case you would select "Return Payment".
8. Filing Frequency is "Annual."
9. Tax Year will be the year in which you want the payment applied to.
10. Fill in the Payment screen with amount, date of withdrawal, and bank information.
11. Sign the authorization by inserting your e-mail address.
12. Print off the payment request information sheet for your records.
13. After the scheduled payment date, please check your bank account to confirm that the payment was electronically transferred.

**If you have any questions, please call us at 503-639-4142.**