

MYTAXES ACCELERATED PAYMENT INSTRUCTIONS

From the HOME screen:

- Select the Account Id hyperlink for the appropriate account

Account Id	Account Type	Name	Frequency	Address	Balance
2258-9268	Withholding Tax	ACCELERATED SCREEN SHOT	Quarterly	FAKE LOCATION ADDRESS FA	0.00
2258-9267	Combined Sales & U	ACCELERATED SCREEN SHOT	Monthly	FAKE LOCATION ADDRESS FA	0.00

- Locate the 30-Jun period
***If the 30-Jun is not listed, select ALL PERIODS*

Period	Return Status	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun	File Now	0.00	0.00	0.00	0.00	0.00	File Return
31-May	File Now	0.00	0.00	0.00	0.00	0.00	File Return

- Select PAY next to the 30-Jun period

Period	Return Status	Tax	Penalty	Interest	Credits	Balance	Messages
30-Jun	File Now	0.00	0.00	0.00	0.00	0.00	File Return
31-May	File Now	0.00	0.00	0.00	0.00	0.00	File Return

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- Enter Accelerated Payment Information
 1. Select Accelerated Payment from the Payment Type drop down (default is Return Payment)
 2. Alter Payment Date, if desired
 3. Enter Payment amount

The screenshot shows the 'MYTAXES ACCELERATED PAYMENT' form. At the top, it displays 'DBA Name: ACCELERATED SCREEN SHOT CUSTOMER', 'Account: 2258-9267', and 'Filing Period: 6/30'. A 'Submit' button is circled in red and labeled with a '5'. Below this, the 'Payment Type' dropdown menu is set to 'Accelerated Payment' and is circled in red, labeled with a '1'. The 'Payment Date' is set to '18-Jun' and is circled in red, labeled with a '2'. The 'PAY TO THE ORDER OF' field is set to 'Department of Revenue' and is circled in red, labeled with a '3'. Below this, there are three fields: 'Bank Account Type' (Required), 'Routing Number' (Required), and 'Account Number'. A yellow box contains the text: 'Payment Source information is required. You must either: 1. Select an existing Payment Source from the bottom of the screen, or 2. Use the Add New Payment Source link below to create a new Payment Source'. Below this, the 'CHOOSE PAYMENT SOURCE' section has two radio buttons: 'Accelerated Saved Bank Account' and 'New payment source'. The 'New payment source' option is selected and circled in red, labeled with a '4'. At the bottom, there is a link 'Add New Payment Source' circled in red. A 'Required' label is also visible next to the 'PAY TO THE ORDER OF' field.

4. Choose Payment Source or select to Add New Payment Source
 5. Click Submit
- Enter Password and click OK