Making Payments

To submit a payment following the submission of a combined tax report

- From the **Tax/Wage Reports** Tab click on the **Payments** Tab.
- The **Balance Summary** will show the overall balance due.
  - Past due amounts are listed in red. Unpaid current due amounts are listed in black.
    - Past and current due amounts will be listed separately.
    - Credit on the account will be listed in parenthesis.

**Option 1:** Click **Pay by ACH/EFT** to make an Electronic Funds Transfer. Enter your banking information:
• **Option 2:** Click on **Pay by ACH Credit Card** to payment using credit card:

```plaintext
Balance Summary

Past Due Balance: $760.59

Pay by ACH/EFT
```

• Select the amount you would like to pay:

```plaintext
Make Payment

- Past Due Balance: $760.59
- Enter Other Amount: $

OK Cancel
```

• Complete the required section and submit your payment through the NIC portal:
Confirm your payment under **Balance Detail** and **Accounting Transaction Audit History** of the **Payments** tab:

<table>
<thead>
<tr>
<th>Account Summary/Status</th>
<th>Tax/Usage Report</th>
<th>Payments</th>
<th>Tax Rate</th>
<th>Tax Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Summary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance Detail</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Transaction Audit History</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refresh Requests</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installment Payment Agreement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Top Eligible</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of Contribution</td>
<td></td>
<td></td>
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</tbody>
</table>

For help, click the information icon next to each section.