

## Payment Scheduling – File now...pay later!

If you use the Department of Revenue's Internet site to file and pay your taxes, you can submit your electronic return before the filing deadline and schedule the payment so the Department will not withdraw it from your bank account until the date you specify (usually the deadline). This feature may also be available using commercial vendor software. Check with the vendor for details.

Payment scheduling (also called payment warehousing) helps ensure a timely filed tax return and payment. It also helps you avoid Internet connection or access problems that may occur on the due date.

**Here's how payment scheduling works.** The Department's Internet file-and-pay site gives you the option of choosing the debit date (date on which an electronic payment is transferred from the taxpayer's bank account and is deposited into the Department's bank account). To choose a debit date from the payment screen, click on the green down-arrow to expand the calendar and click on a date to select it. This is the date your account will be debited.

**Note:** You can choose only black-bolded dates. The first black-bolded date displayed will be the earliest date the payment can be debited from your bank account. The debit date cannot be more than 30 days from today.

Debit Date:  Select a date   
Enter Amount for Check: \$   
Bank Routing Number:   
Bank Account Number:   
Retype Bank Account Number:   
Info on file with DOR. g information

### Example for sales tax, solid waste fee, and communications services tax filers:

Today is April 2, 2014. You are ready to file your March 2014 tax return. The deadline for the tax return and payment is April 21, 2014 (the 20<sup>th</sup> is a Sunday so the deadline is the next business day). They must be submitted electronically before 5:00 p.m., ET, on April 18, 2014. On the calendar, choose April 21, 2014 as the debit date. Submit your return and payment and you are finished. The payment amount will be debited from your bank account on April 21, 2014.

**Example for reemployment (unemployment) tax filers:** Today is April 2, 2014. You are ready to file your first quarter 2014 report. The deadline for the tax report and payment is April 30, 2014, and they must be submitted electronically before 5:00 p.m., ET, on April 29, 2014. On the calendar choose April 30, 2014 as the debit date. Submit your report and payment and you are finished. The payment amount will be debited from your bank account on April 30, 2014.