

Tax Payments



1.) Select **Tax Payments** from the **Commercial** menu.

*For Federal tax payments, select **Federal** in the **Tax Authority** menu.

2.) Select the desired tax form listed on the screen.

3.) Complete all required fields in form. Select **Approve** if authorized, otherwise, select **Draft** to initiate the transaction.

4.) For State tax payments, select **Indiana** from the **Tax Authority** menu.

5.) Complete all required fields in the form. Select **Approve** if authorized, otherwise select **Draft** to initiate the transaction.