Making a payment against a balance due

1. After logging into your profile:
   - Go to “Online Services” on the menu bar
   - Select “Make a Payment”
2. Select your CBJ Sales Tax account number (will be labeled ST Account ID)
   o Then click on “Next Step”

3. On the “Account Balance” screen, locate the period(s) with the balance(s) you want to pay.
   o Partial payments can be made against multiple period balances.
   o The “Amount” represents the balance from the most recent billing statement.
   o The “Late Charges” represent any accrued, but not yet billed penalties and/or interest.
   o **Important:** Each checkbox for the period(s) being paid must be selected to make a payment to that period.
   o Once you have selected all appropriate check boxes, select “Next Step” to continue
4. On the next screen, enter the amount you want to pay.
   o Partial payments can be submitted against multiple period balances.
   o **Important** - There is a maximum transaction limit of $99,000.
   o Payments greater than $99,000 will need to be split into multiple transactions
   o Once you have entered your payment amount, select “Next Step”.

5. On the following screen, select or enter the Payer name and billing address
   o Select “Next Step”
6. You’ll then be taken to Paymentus to make your payment.
   - Verify your CBJ Sales Tax account number is correct.
   - Verify the email address that should be used for your payment confirmation.
   - Make the necessary changes and hit “Continue”.

7. Next, enter payment information and select payment method.

Description of Payment methods

- **Credit Card**
  - Visa, MasterCard & Discover are accepted.
  - Convenience fee of 2.95% per transaction is charged on credit card payments.

- **Debit Card**
  - Visa & MasterCard debits cards are accepted.
  - Convenience fee of 2.95% per transaction is charged on debit card payments.

- **ACH / eChecks**
  - Checking or savings accounts can be used.
  - Convenience fee of $1.00 per transaction is charged on ACH / eCheck payments.

- **Please note**: There is a $99,000 maximum transaction limit.
  - Payments greater than $99,000 will need to be split into multiple transactions.