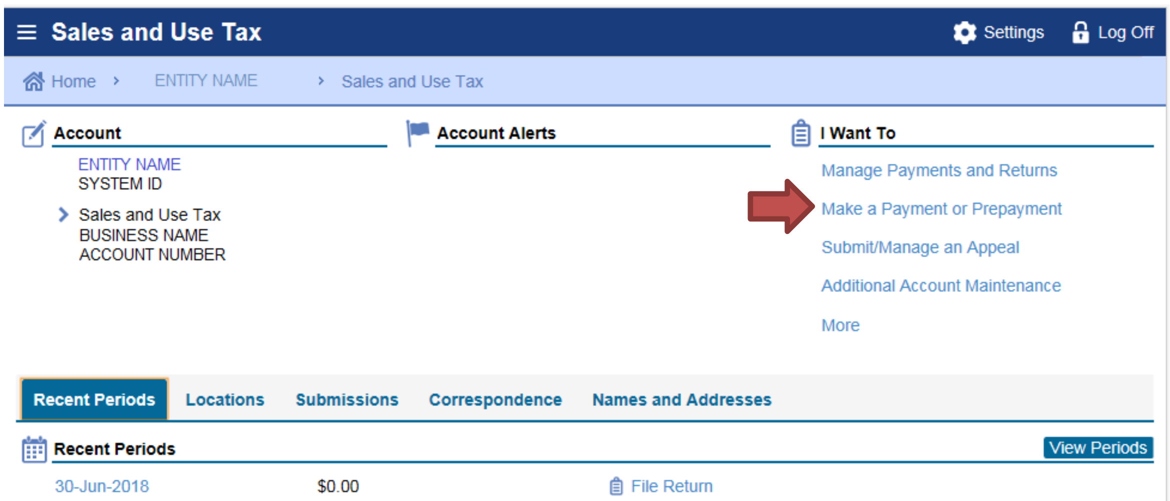
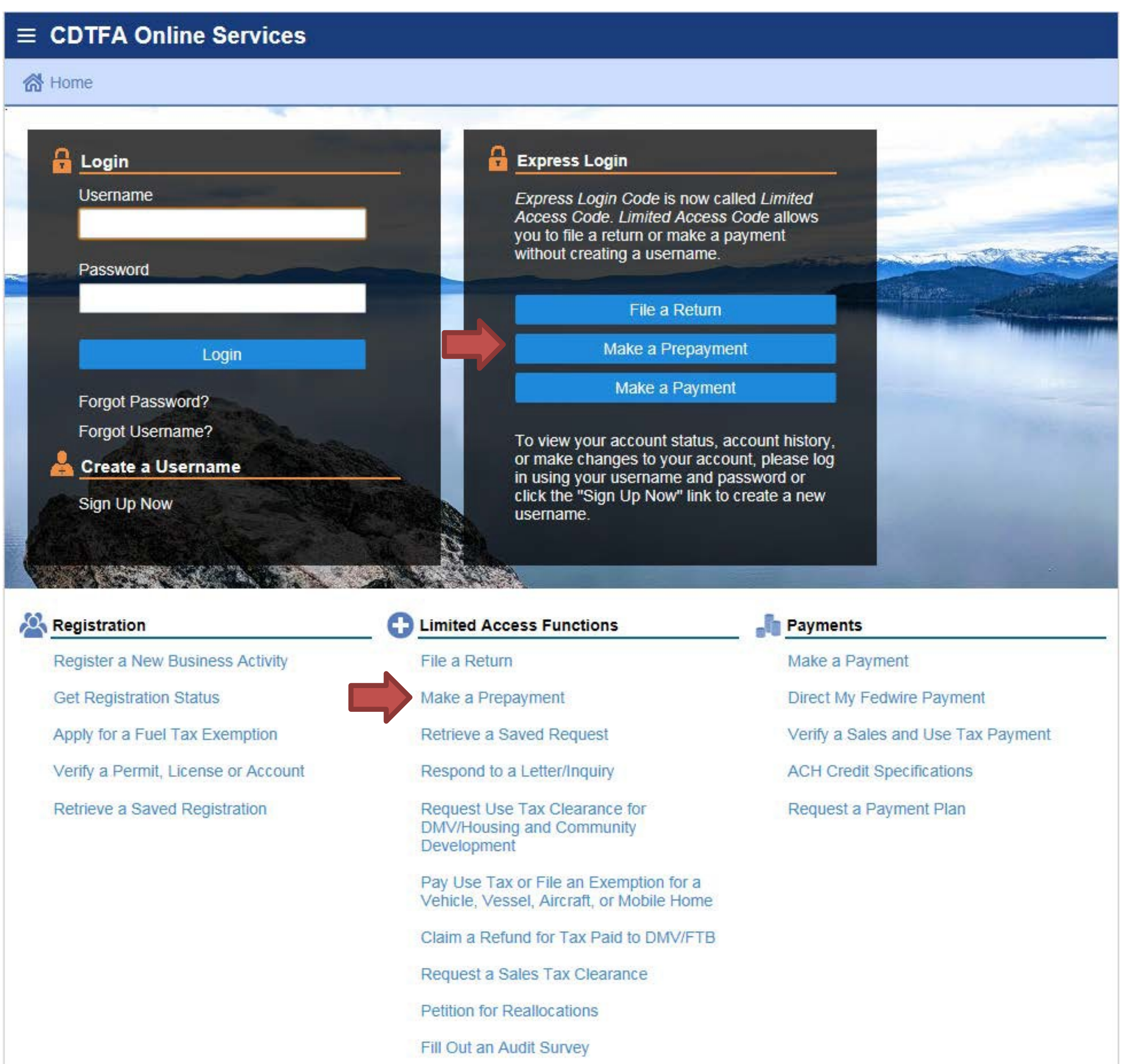
<u>Prepayments</u>

- You no longer have to report the sales associated with a prepayment. The system will only require a payment to be made.

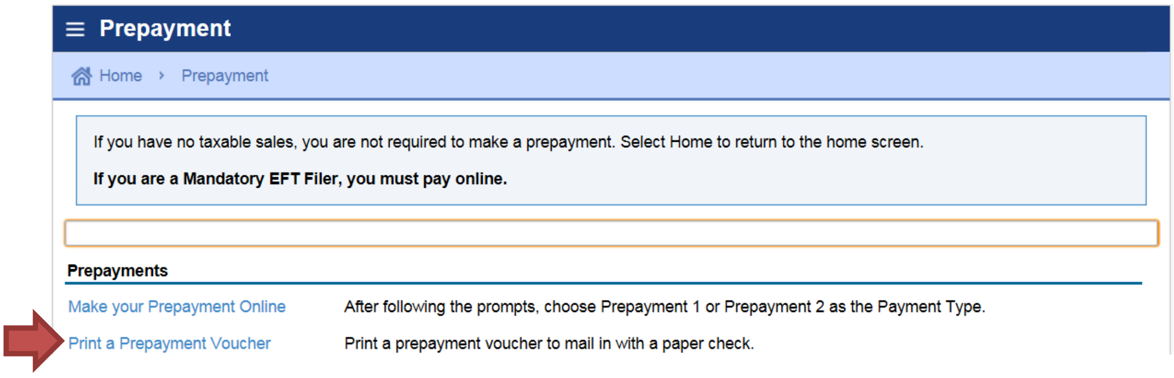
- If you did not make any sales during a prepayment period, you **do not** need to make a payment. You will indicate, on your return, that you did not have sales to report for the prepayment period.

- To make a prepayment you can sign into your account with your *Username* and *Password* or make the prepayment through the *Limited Access Functions*.

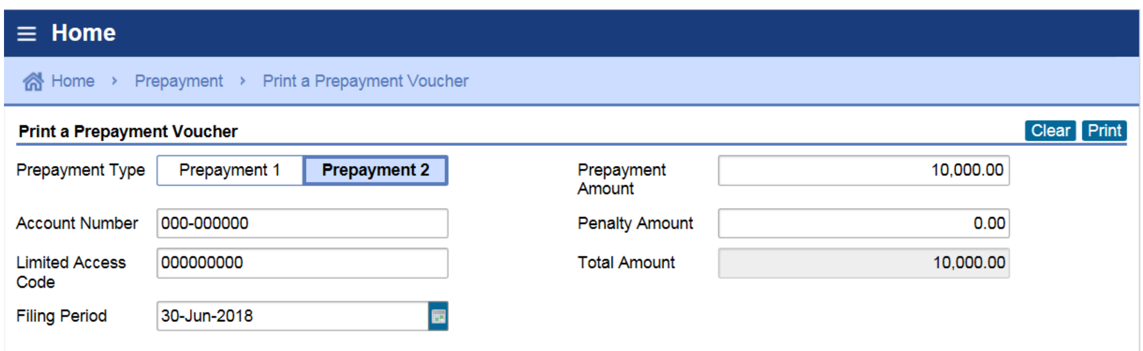




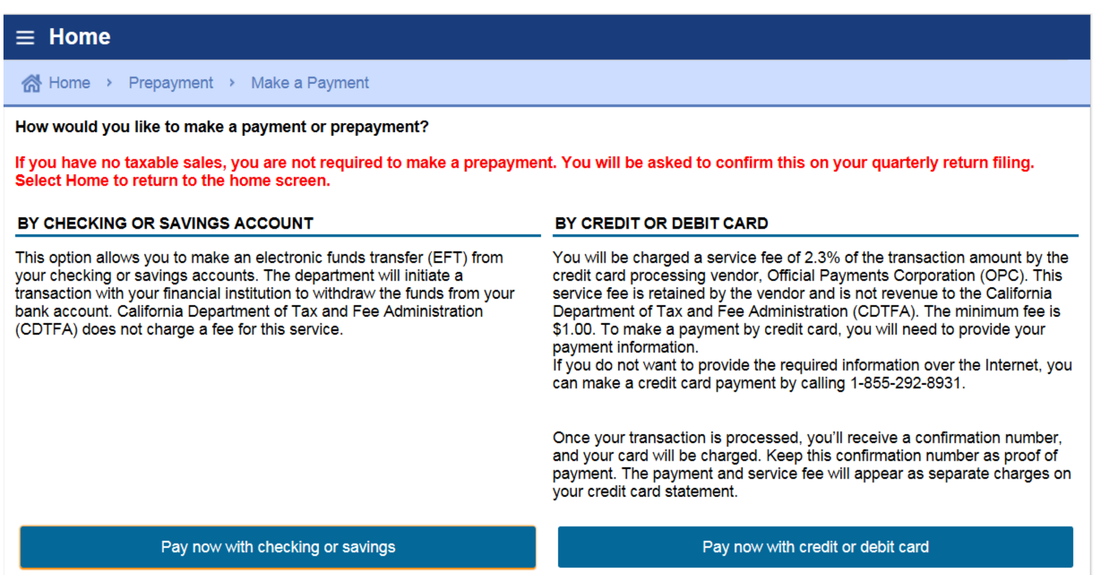
- If you wish to make a prepayment by check, a prepayment voucher is available to complete and print through the *Limited Access Functions*.



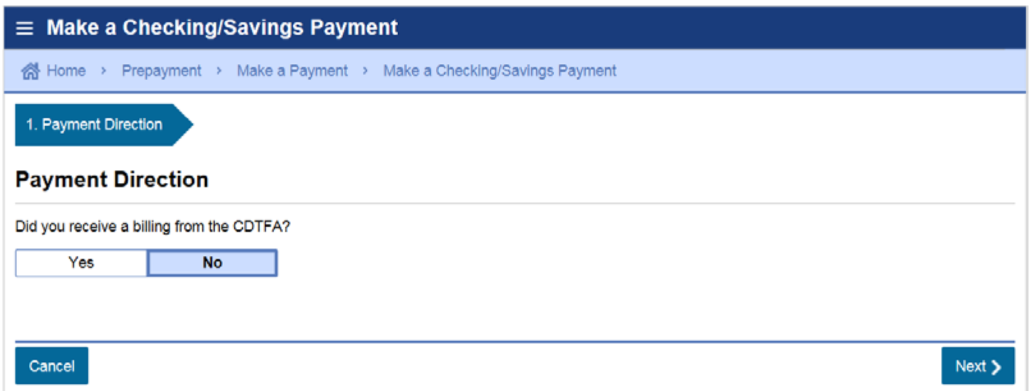
- The printable voucher contains fields to enter your prepayment amount and account information to send with your check.



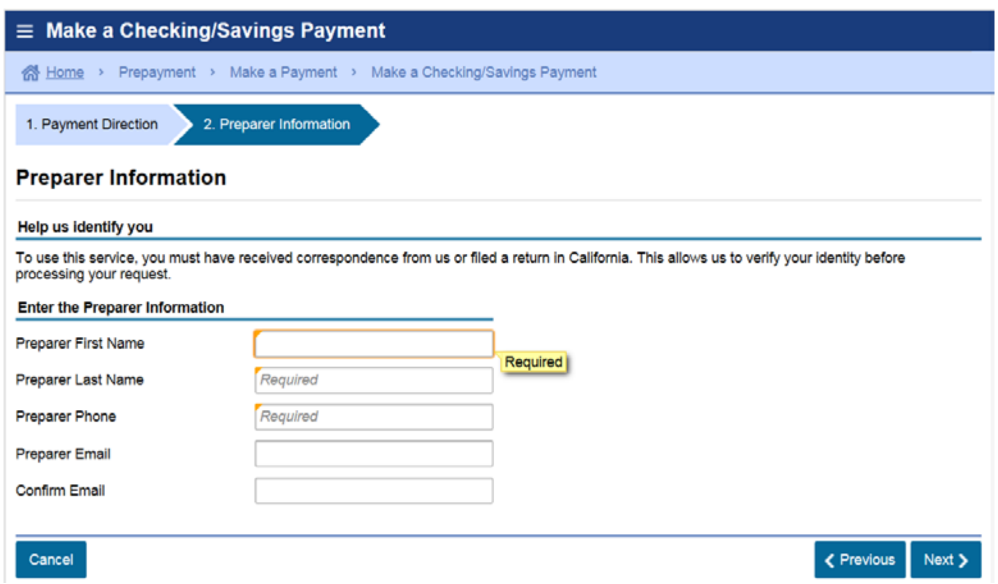
- If you are making a prepayment online, you will have two options to pay your prepayment.



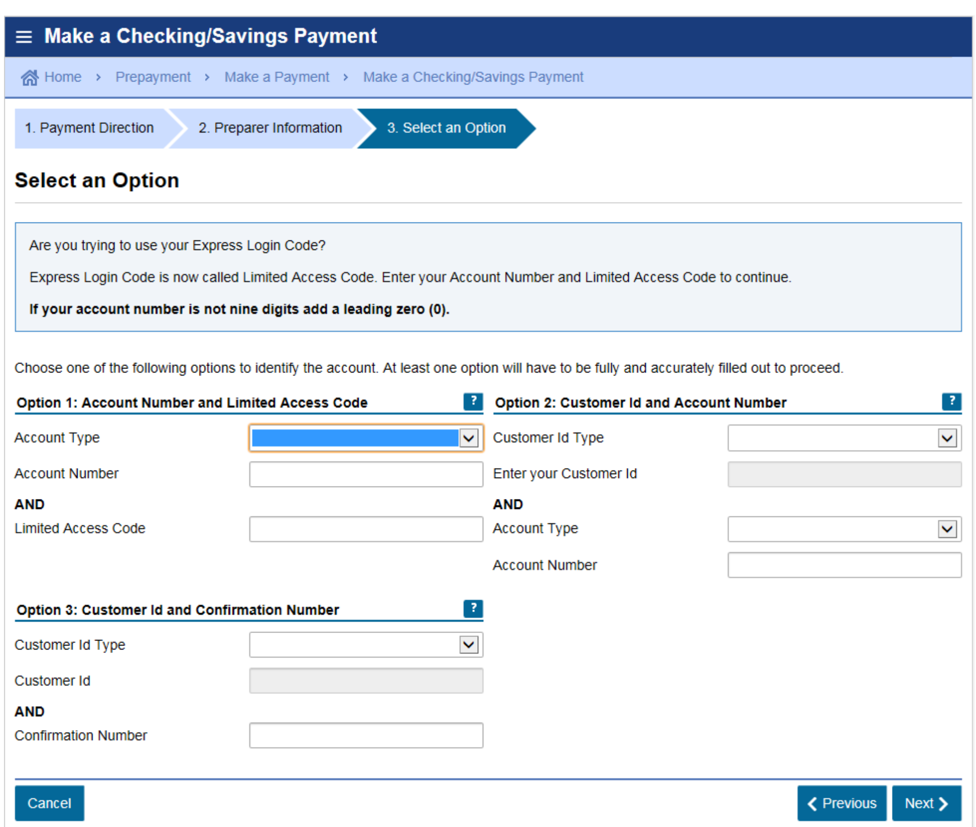
- Indicate "*No*" on the *Payment Direction* page.



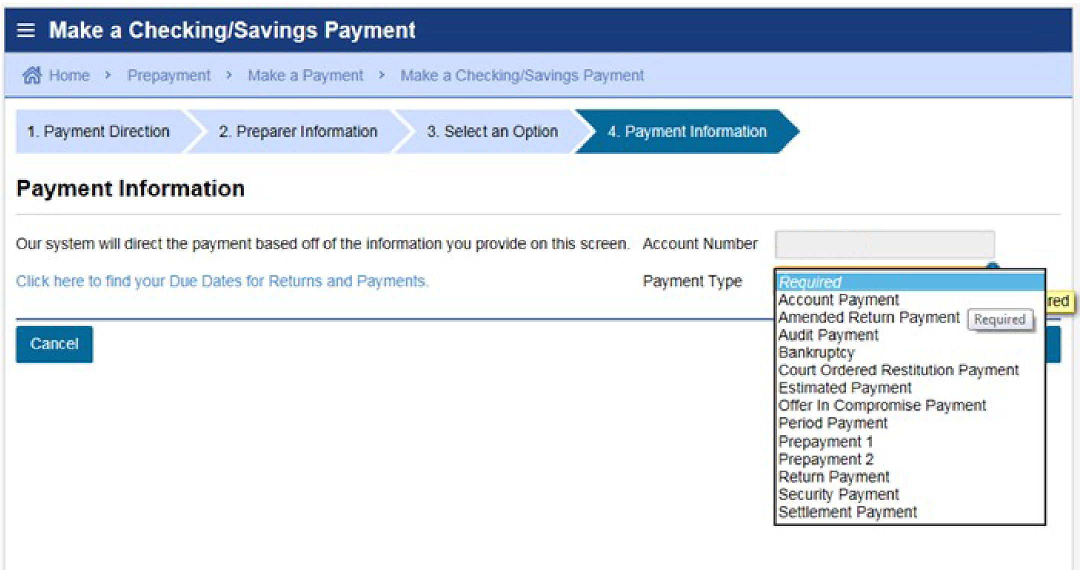
- Provide your information, as the preparer of the prepayment.



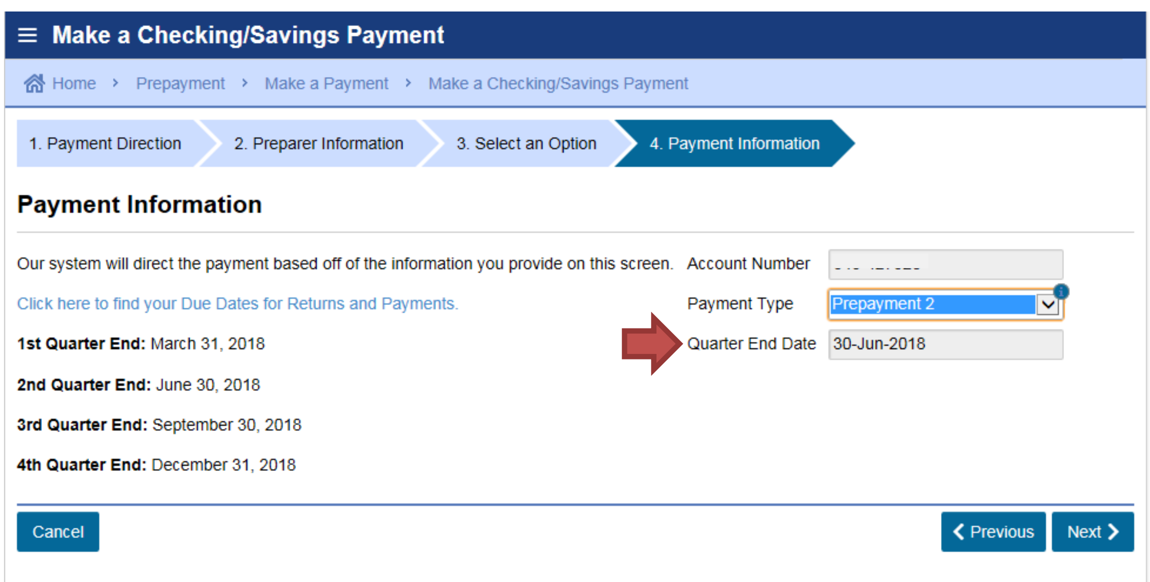
- You are able to use one of three different options, to identify your account.



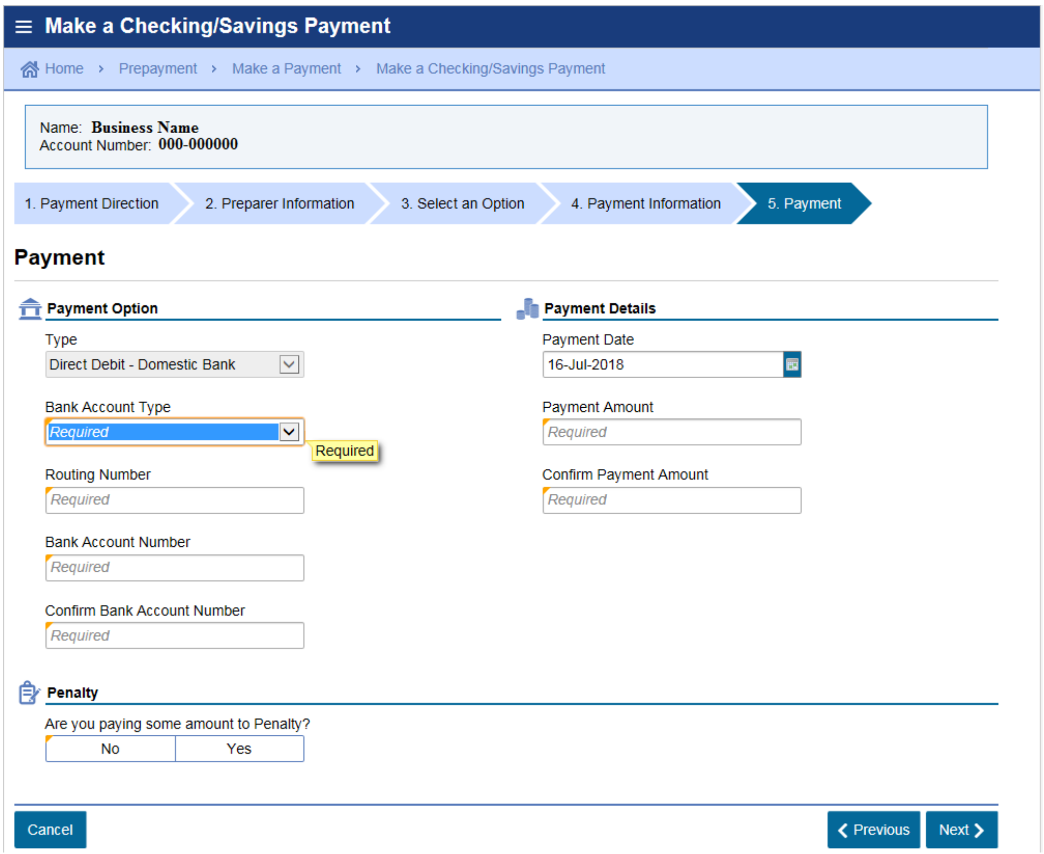
- Please indicate the *Payment Type* as either *Prepayment 1* or *Prepayment 2,* for the quarter. The prepayment type must be identified, to properly credit your return.



- Once you have selected the correct prepayment, your quarterly end date will auto populate.



- Provide the payment information, for your prepayment.



- To print the prepayment confirmation page, you can use the *Print* feature within your browser, or you can click the *Printable View* button on the confirmation page. **Note:** You may have to disable your pop up blocker to generate the *Printable View* page.