
A Step-by-Step Guide to Filing and Paying Sales and Use Tax Electronically

Make sure you have Internet Explorer 5.5 or later, Netscape 4.0 or later, or at least Internet Explorer 5.5, Netscape 4.0 or later browser. Free software updates are available on our website.

Go to www.dor.state.mn.us



www.dor.state.mn.us

password hint, which will allow you to access the system if you forget your password. For security reasons, your account may be locked after a certain number of failed login attempts. If this happens, or if you lose or forget your password, e-mail us or call our office for assistance.

New feature: You can now sign up to have your password automatically reset and a new temporary password sent to an e-mail address that you specify – in the event your account becomes locked. To sign up, click on "Manage e-File account."

STEP 4. Choose **File a return**, then **Sales and use tax return**. Then choose a filing period, and your account filing information will be displayed. Click

Please Note: Because of a change in the general rate for state sales and use taxes, report taxable sales and purchases made prior to July 1, 2009 separately from taxable sales and purchases made after June 30, 2009.

For Use-tax purchases made prior to July 1, 2009, use the Variable-rate purchases line.

which you are registered. The system will compute the tax.

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- General rate taxable sales
- Taxable purchases for which use tax is due
- Taxable totals for other sales and use tax types for

tain number of failed login attempts. If this happens, or if you lose or forget your password, e-mail us or call our office for assistance.

STEP 5

- Press 1 to **File a return** (this includes filing and paying), then press 2 to file a **Sales and use tax return**.

STEP 6

- Press 1 to begin filing your return, then press 1 to file a return for the *current* period.
- Press 2 to select a *different* filing period, or press 3 if you want to *amend* a return. To choose a period, use 2 digits for the month and 4 digits for the year. Use * as a minus sign.

STEP 7

- Enter your **Gross receipts** followed by the pound key. Enter whole dollars. If you don't have gross receipts to report, enter 0#.
- Press 1 if the number is correct. Press 2 if incorrect, and enter the correct amount.

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STEP 8

- Enter the amount of **General rate taxable sales** followed by the pound key. If you don't have general rate sales to report, enter 0#.
- Press 1 if the number is correct. Press 2 if incorrect, and enter the correct amount.

STEP 9

- Enter your **Purchases subject to use tax** followed by the pound key (if none, press 0#).
- Press 1 if the number is correct. Press 2 if incorrect, and enter the correct amount.

STEP 10

- Enter your **Variable rate purchases** followed by the pound key (if none, press 0#).
- Press 1 if the number is correct. Press 2 if incorrect, and enter the correct amount.

STEP 11

- Enter your **Variable rate tax** due followed by the pound key (if none, press 0#).
- Press 1 if the number is correct. Press 2 if incorrect, and enter the correct amount.

STEP 12

- Follow the prompts for any **other tax types** for which you may be registered, such as liquor tax or local taxes.
- **e•FILE Minnesota** will **calculate** your tax.

STEP 13

- Press 1 if the total tax due is correct, press 2 to repeat the total, or press 3 to start over. (The system then repeats tax due – this is to allow for prepayments to be recognized.)
- Press 1 to **pay** electronically, or press 2 to pay by check and voucher.

STEP 14

- Follow the prompts to pay electronically. The first time you pay electronically you will need your bank's routing number and bank account number. See the illustration below.
- If you have chosen to pay another way, press 1 to hear the confirmation number again, or press 2 to end the call.
- Please write down your confirmation number.
- If paying by check, mail the check and your completed voucher for the period to:
MN Dept. of Revenue