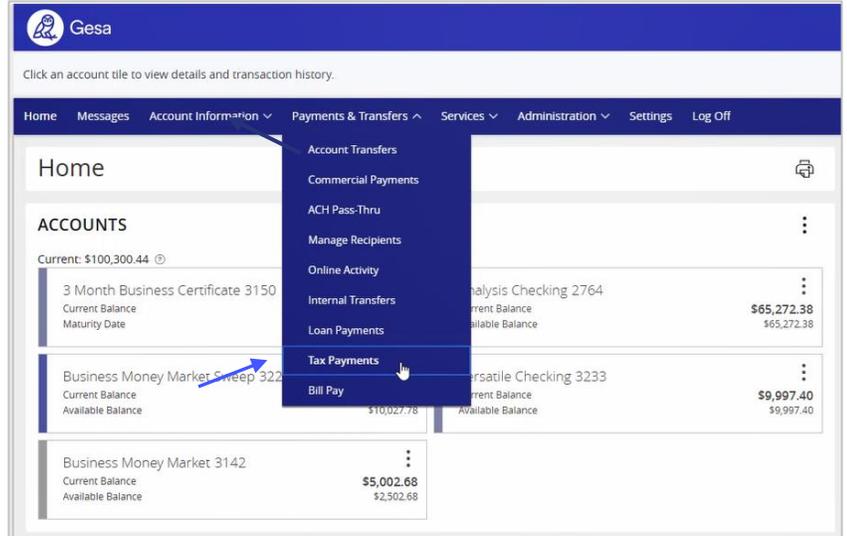




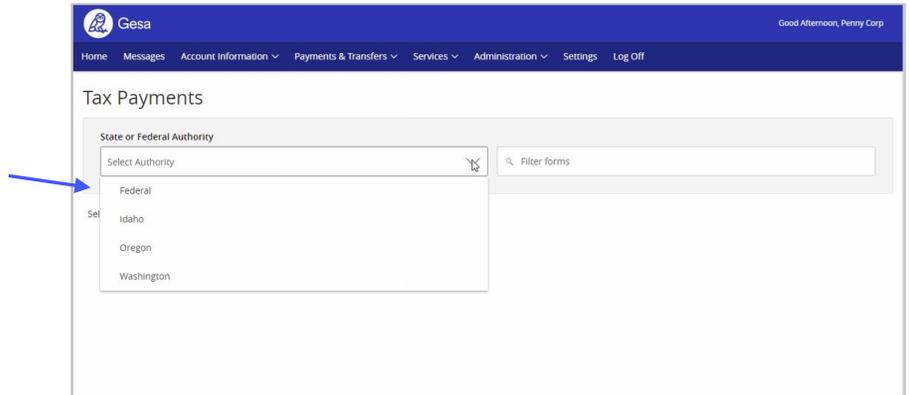
# Tax Payments

Select the "Payments & Transfers" menu and then select "Tax Payments".

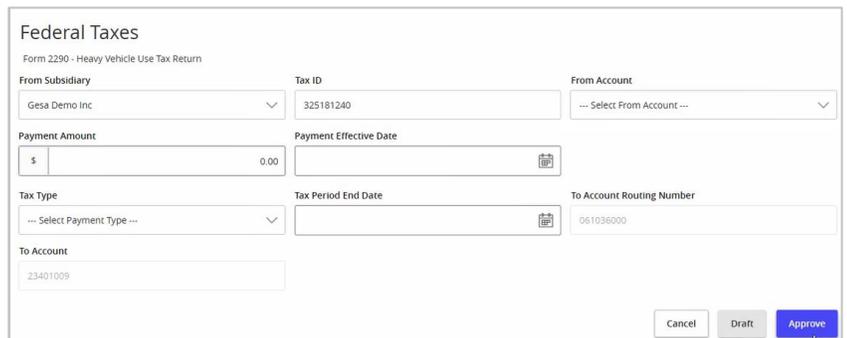


## Federal Tax Payments

1. Select "Federal" in the "State or Federal Authority" drop-down menu.
2. Select the desired tax form.



3. Complete all required fields in the form.
4. Review the information on the screen for accuracy and then select "Draft" or "Approve" depending on user entitlement.



Questions? We're here to help.  
Contact us at (833) 322-1893 or at [CBCC@gesa.com](mailto:CBCC@gesa.com)



## State Tax Payments

1. Select the desired state from the "State or Federal Authority" drop-down menu.
2. Select the desired tax form.



The screenshot shows the 'Tax Payments' interface. At the top, there's a navigation bar with 'Home', 'Messages', 'Account Information', 'Payments & Transfers', 'Services', 'Administration', 'Settings', and 'Log Off'. The main heading is 'Tax Payments'. Below it, there's a 'State or Federal Authority' dropdown menu with a search icon. The dropdown is open, showing 'Federal', 'Idaho', 'Oregon', and 'Washington'. To the right of the dropdown is a search bar labeled 'Filter forms'.

3. Complete all required fields in the form.
4. Review the information on the screen for accuracy and then select "Draft" or "Approve" depending on user entitlement.

The screenshot shows the 'Washington State Taxes' form. It includes the following fields:

- From Subsidiary: Gesa Demo Inc
- Tax ID: 325181240
- From Account: --- Select From Account ---
- Payment Amount: \$ 0.00
- Payment Effective Date: [Calendar icon]
- Tax Period End Date: [Calendar icon]
- To Account Routing Number: 123000848
- To Account: 153910882262

At the bottom right, there are three buttons: 'Cancel', 'Draft', and 'Approve'. A blue arrow points to the 'Approve' button.

