

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

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Sales Tax
Fact Sheet

This fact sheet explains how to file and pay your Minnesota sales and use tax electronically. If you need more information, email or phone us. Contact information is at the bottom of this page.

You can both file and pay using **e•FILE Minnesota** over the Internet. If you don't have Internet access, a telephone option is available. Use **e•FILE Minnesota** to:

- File current and past due returns
- Pay current and past due returns
- File amended returns

File early—pay later. Using **e•FILE Minnesota**, you can file your return early but schedule the electronic withdrawal of your payment for the due date. Other methods of payment are check and voucher (unless you are required to pay electronically), ACH credit, or Fed Wire—but you must still file your return electronically through **e•FILE Minnesota**.

Due dates. You will *not* receive a notice in the mail to remind you to file your return so it's important to remember the due dates listed. If the due date falls on a Saturday, Sunday, or legal holiday, the next business

day becomes the due date.

- **Monthly** filers – 20th day of the following month.
- **Quarterly** filers – Apr. 20, July 20, Oct. 20, and Jan. 20.
- **Annual** filers – Feb. 5th of the following year.

If you do not owe any tax, you must still e-file your sales and use tax return.

Definitions. When you file electronically, you will be asked to enter figures for tax lines for which you are registered.

- **Gross receipts** are the total receipts or sales from all business operations for Minnesota during the reporting period (what you report as Minnesota receipts for income tax). Include all taxable and exempt sales, leases and rentals. *Do not include sales tax.*
- **General-rate sales** are all taxable sales, leases, rentals and services subject to the state tax rate.
- **Use-tax purchases; variable-rate purchases:** see full definitions in the Minnesota Sales and Use Tax Instruction Booklet.
- **Local city and county sales** are taxable sales, leases and rentals subject to the local city and county taxes.

INTERNET filing and paying

STEP 1. Make sure you have Internet access with at least Internet Explorer 5.5, Netscape 6.2 or a compatible browser. Free browser upgrades are available on our web site.

Go to **www.taxes.state.mn.us** and click on the **“Login to e-file Minnesota”** on the e-services menu for businesses.

STEP 2. Enter your 7 digit Minnesota tax **ID number** and click the *Continue* button.

STEP 3. Enter your **password**. Click *Continue*.

Note for first-time users: If you have never used e-File Minnesota to file or pay taxes, you will need a temporary password to access the system the first time. Your six-digit temporary password is included on the confirmation letter you received after you registered for a Minnesota tax ID number. If you don't have a temporary password, contact Business Registration at 651-282-5225 or 1-800-657-3605; or Sales Tax at 651-296-6181 or 1-800-657-3777.

After you enter your temporary password, you'll be prompted to create a personal password. Select a four-to-eight-character password to use each time you file. The password must have both numbers and letters (the system is case sensitive). You'll then be required to select a

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 *Continue*.

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.

STEP 5. **Enter** your sales and use tax data for the filing period. You will need:

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

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

STEP 6. Click **Calculate** and your tax due information will be displayed for review. Make changes, if necessary. If the tax is correct, click *Continue*.

STEP 7. Making a **payment** with **e•FILE Minnesota** is safe and easy. Enter your bank routing number (a 9 digit number) and bank account number (see the illustration on page 3 to locate these two numbers). Do not enter your check number. If you don't have these, contact your bank. You will only need to supply this information the first time you access the system or if you change bank accounts.

STEP 8. After reviewing and approving all the information, click **authorize**. You will receive a confirmation number, and date and time stamp if your return has been processed. Be sure to print or record this information for your records.

You are done! Your information has been securely filed with the Minnesota Department of Revenue.

If you need **help** at any time, just click on the "Help" tab at the top of the screen and a full listing of information is available. Click on the "Contact" tab at the top of the screen for a full listing of contact telephone numbers.

To contact us, **e-mail:** salesuse.tax@state.mn.us

TELEPHONE filing and paying

STEP 1

- Make sure you are dialing on a touch-tone phone.
- Dial **1-800-570-3329**.

Throughout your call, you will be prompted to verify your entries. If an entry is incorrect, you will be given the option to correct it before continuing. The touch-tone phone system will give you a set amount of time to enter your information. If you do not enter it in the time provided, the system will log you out.

STEP 2

- Press 1 if you are dialing from a touch-tone phone.
- Press 2 to file or pay a business tax, or if you need to cancel a payment, press 4. To cancel a payment you will need your confirmation number and the date you originally entered the payment.

STEP 3

- Enter your 7-digit **Minnesota Tax Identification Number**.

- Press 1 if the number is correct. Press 2 if incorrect, and reenter.

STEP 4

- If you have already established a password, enter your password followed by the pound (#) key.

Note for first-time users: If you have never used e-File Minnesota to file or pay taxes, you will need a temporary password to access the system the first time. Your six-digit temporary password is included on the confirmation letter you received after you registered for a Minnesota tax ID number. If you don't have a temporary password, contact Business Registration at 651-282-5225 or 1-800-657-3605; or Sales Tax at 651-296-6181 or 1-800-657-3777.

After you enter your temporary password, you'll be prompted to create a personal password. Select a four-to eight-character password to use each time you file. For security reasons, your account may be locked after a cer-

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.

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.

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
P.O. Box 64622
St. Paul, MN 55164-0622

To contact us with questions, call 651-296-6181 or 1-800-657-3777.

