



## Step-by-Step Guide for Businesses: Paying Oregon Estimated or Extension Taxes Electronically

There are many benefits to paying taxes electronically. It is a convenient way to pay taxes without the need for paper checks and mail and reduces the likelihood of errors compared to manual processes. Paying electronically also leads to faster processing times, and users receive instant confirmation of their payment, providing both peace of mind and a record of the transaction.

### Step 1: Gather Necessary Information

Before you begin the electronic payment process, make sure you have the following information:

- Federal employer identification number (EIN)
- Oregon business identification number (BIN, on your payroll reports)
- Oregon tax form and tax year
- Payment amount and payment type (e.g., income tax, estimated tax, etc.)
- Your bank account information (if you choose to pay via EFT)

### Step 2: Access the Oregon Department of Revenue's Website

Visit the official website of the Oregon Department of Revenue at <https://revenueonline.dor.oregon.gov>

### Step 3: Navigate to the Online Payment Section

Locate the section of the website labeled 'Quick Links' and select **Make a payment**.

### Step 4: Choose the Appropriate Payment Option

Select the payment option that aligns with your needs. You may either choose:

- Pay now with checking or savings: This initiates an electronic funds transfer (EFT) from your checking or savings account.
- Pay now with credit or debit card (ODR accepts Visa, Mastercard and Discover). Please note that you will be charged a fee for using a credit card.

### Step 5: Provide Taxpayer Information

- Select Business from the drop-down menu.



- Enter your business information—EIN, business name, phone number, email—as required by the Oregon Department of Revenue. DO NOT check the box for other agency account. (bottom right).
- Click NO to answer the Bill Payment question. Click Next (bottom right).

### **Step 6: Select Payment Type and Tax Form**

- Account Type: Corporation Tax
- Account ID Type: Business Identification Number
- BIN: 9-digit number found on your pay stubs or Oregon payroll reports
- Payment Type: Return Payment
- Filing Frequency: Annual (towards the bottom of the list)
- Filing Period: 12/31/24

### **Step 7: Enter Payment Information**

If using EFT, provide your bank account information. Input the payment amount (\$150) and date (no later than March 17, 2025). Double-check details to avoid errors.

### **Step 8: Review and Submit**

Carefully review all the information you've entered to ensure accuracy. Once satisfied, submit your payment.

### **Step 9: Confirmation**

After successfully submitting your payment, the system should provide a confirmation page. Print or save this confirmation. Email a copy to [hk\\_cpa@mkcpa.us](mailto:hk_cpa@mkcpa.us).

### **Important Tips:**

- Be aware of Oregon tax deadlines to avoid penalties.
- Keep a record of your confirmation and any transaction IDs for future reference.
- If you encounter any issues or have questions, consult the Oregon Department of Revenue's website or contact their support.