



Step-by-Step Guide for Businesses: Paying Oregon PTE-E 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: 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 2: Choose the payment option

Select **Make a payment** from the list on the right-hand side.

Step 3: Select the correct tax account

On the next page, choose **PTE-Elective**.

Step 4: Select a payment method

- Credit or debit card (ODR accepts Visa, Mastercard and Discover)
 - o Please note that you will be charged a 2.4% fee for using a credit card.
 - o Payment Type: Estimated
 - o Filing Period: 12/31/24
- Bank account: This initiates an electronic funds transfer (EFT) from your checking or savings account.
 - o Use a business checking or savings account.
 - o Payment Type: Estimated
 - o Filing Period: 12/31/24

Step 5: Enter payment amount

Step 6: Review and Submit

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



Step 7: 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.

Record in QuickBooks:

If you do not already have an expense account in your QuickBooks chart of accounts for Oregon PTE-E, you will need to add a new expense subaccount under Taxes called Oregon PTE-E. This account will show up on your Profit & Loss report.

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.