



Step-by-Step Guide for Businesses: Using Revenue Online to Pay Oregon Taxes

Creating a Revenue Online account enables you to view your Oregon tax account activity all in one place. You can use your Revenue Online account to check your account activity, view copies of notices, and make electronic payments. 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 is not only convenient; it reduces errors, leads to faster processing times, and provides instant payment confirmation, providing both peace of mind and a record of the transaction.

Step 1: Gather Necessary Information

Before creating a Revenue Online account, ensure you have the following information:

- Federal Employer Identification Number (EIN)
- Oregon Business Identification Number (BIN, on your Oregon payroll reports)
- Copy of most recent Oregon business tax return OR
- Copy of a recent notice from the Oregon Department of Revenue
- Business bank or credit card information

Step 2: Navigate to the [Revenue Online](#) web page

Step 3: Create account

- Click **Sign Up** under Login on the right-hand side.
- Follow the prompts to set up your account.

Step 4: Add accounts

Log in to your new Revenue Online account. Click on your business name.

In order to pay certain taxes, you will need to add those taxes separately (i.e. CAT tax or Withholding (Payroll Tax)). You can add additional tax types by clicking on the **More Options** tab and selecting **Add Access to an Account** under Access Management.

Step 5: Make Tax Payments

- Click on your business name.
- On the right-hand side, you will see a list of options. Click on **Make a Payment**.
- Select the appropriate tax type/account and click **Pay**.



- Choose a payment method. Please note that you will pay additional fees for using a credit card.
- After entering your bank account information, you have the option to save it for future payments.
- Chose Tax Period 2024 if:
 - o You are making an estimated tax payment for tax year 2024
 - o You are paying the balance due on your 2024 tax return or making a payment on the extension for the 2024 tax return.

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. Please email extension payment confirmations to 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.