

Welcome to QuickTax, the free online filing system for your business tax filing needs.



It's Simple!

- You can complete your reports on YOUR time schedule as this system is available 24 hours a day, seven davs a week
- Filing is simplified as tax calculations are done for you and reports are presented as needed.



- Your tax information is secure and encrypted
- Taxpayer information and reports instructions are available if you have any questions while completing your reports.
- ACH/ EFT payment options are available.

IMPORTANT NOTE:

 If your computer is idle for 60 minutes or more, your session will "time-out" and you will lose all of your information. Please keep this in mind even if you don't leave your computer, you need to fill in the amounts, then select one of the navigation buttons at the bottom of your screen to keep your session active.

NAVIGATIONAL NOTE:

 Please do not use the navigation buttons on your browser's toolbar. If you select the BACK or FORWARD button, your information will not be saved and you will have to fill out the appropriate report(s) again. Instead, please select one of the navigation buttons at the bottom of your screen to navigate through QuickTax.

you can change payment type on

an amended report



to "Filing Instructions Main Menu"

When Can You File?

- Estimated payments anytime after the 1st of current month
- Report/Remit balance due after the 26th of current month
- Initiate payment date can be up to due date

Create New PIN Number or Change PIN Number



PIN Validation or PIN Change



PIN VALIDATION

Please enter your four (4) digit Personal Identification Number (PIN). Your valid PIN is also your OK QuickTax signature and you will need to "sign" your report
by entering your PIN.

	Please enter your 4 digit PIN:	
PIN CHANGE		SUBMIT

IMPORTANT: If you select the "PIN CHANGE" button above, you will proceed to the Create PIN or Change PIN page.

Select Your Report or Payment

o	klahoma Sales Tax : Please Select	
	🚫 Sales Tax Report	
	Reporting Period End Date (example: April 30, 2001 is entered as 04302001)	
	O Amend Sales Tax Report	
	Confirmation Number of report being amended.	
	Sales Tax Payment Only	
	Reporting Period End Date (example: April 30, 2001 is entered as 04302001)	
	O Sales Tax Estimated Payment Only	
	Reporting Period End Date (example: April 30, 2001 is entered as 04302001)	
	Sales Dynamic Web Impot (DWI Instructions)	
	Reporting Period End Date (example: April 30, 2001 is entered as 04302001)	
	O Amend Sales Tax Report using Dynamic Web Import (DWI Instructions)	
	Confirmation Number of report being amended.	
	O Print Previously Filed Report	
	Enter the Confirmation Number of report to be printed.	
	O Print Previous Payment Only Receipt	
	Enter the Confirmation Number of receipt to be printed	
1		

If you have several cities and /or counties to report, Dynamic Web Import can simplify the process (click here for additional information)

• Sales Tax Estimated Payment Only (red letter text) – to make payment for the first half of the current month. This selection will not be displayed if you are **not** required to file an estimated payment.

- Sales Tax Payment Only to make payment on liabilities for previously filed reports
- Amended Sales Tax Report to correct reporting errors on original report

NOTE: this selection does not allow you to change the remit amount of an original return

First Page of the Sales Tax Report



Sales Tax Exemption Schedule

N. SALES TAX EXEMPTION SUREDULE

If you need assistance, please see the	Filing Instructions Main Menu.
NOTE: Oklahoma Tax Commission rese	erves the right to request documentation.

	Please enter whole dollars only.
3a. Sales to Those Holding Sales Tax Permits or Direct Pay Permits	за. ş 172
3b. Gasoline Sales With State Gasoline Tax Paid	зь. \$ 0
3c. Motor Vehicle Sales On Which Excise Tax Has Been Paid	зс. \$
3d. Agricultural Sales	3d. \$ 0
3e. Sales Subject To Federal Food Stamp Exemption	3e. \$ 0
3f. Returned Merchandise	зғ. \$
3g. Other Legal Sales Tax Exemption	зg. ş 103
Total	\$ 275.00
CALCULATE	CONTINUE

COPO Listings and Calculations If this is your first time to use the QuickTax System, your screen will look like this.

If you need assistance, please see the Filing Instructions Main Menu.

CITY AND COUNTY TAX COMPUTATION Delete I. City/County Code J. City/County Name K. Net Sales Subject to Tax L. Tax Rate (%) M. Amount of Tax Due City/County Please enter whole dollars only. (Item K multiplied by Item L) Code (Please enter zero if no sales) City & County Tax Computation \$ 0.00 ff you would like to add a COPO, please enter the City/County Code and Net Sales Subject to Tax below. Then select the "Add New COPO" button. The information you entered will be displayed at the end of the COPO list If you are not sure of the correct COPO number, please select \underline{COPOS} . ADD NEW COPO \$ SAVE SAVE & EXIT CALCULATE CONTINUE City and County codes (COPO) listings If you need to add a city or county

• If you electronically reported a city and/or county with the previous sales tax reporting period, column I and J will be filled in for you

COPO Listings and Calculations

If you used this system before, your screen would look like this.

If you need assistance, please see the Filing Instructions Main Menu.

		CITY AND (:0	UNTY TAX C	OMPUT	ATION			
Delete City/County Code	l. City/County Code	J. City/County Name	K. Ple (Pl	Net Sales Subject ease enter whole o ease enter zero if i	to Tax ollars only. no sales)	L. Tax Rate (°	%)	M. Amount of Tax D (Item K multiplie)ue d by Item L)
	1814	VINITA	\$	0		3.000		\$ 0.00	
	2103	BERNICE	\$	0		3.500		\$ 0.00	
	5688	OKMULGEE COUNTY	\$	0		1.000		\$ 0.00	
	7281	TULSA - TULSA COUNTY	\$	500		3.000		\$ 15.00	
	7288	TULSA COUNTY	\$	500		1.017		\$ 5.09	
City & County T	ax Computation							\$ 0.00	
lf you would like end of the COP	e to add a COPO, please enter O list	the City/County Code and Net Sales S	ubje	ctto Tax below. Then s	eleatthe "Add I	New COPO" button.	The inform	ation you entered will be o	lisplayed at the
lf you are not si	ure of the correct COPO numbe	er, please select <u>COPOS.</u>							
			\$		(ADD NEW	COPO	\mathcal{D}	
	SAVE	SAVE & EXIT	(CALCULATE				CONTI	NUE
Ci	ty and County	codes (COPO) li	st	ngs					
				If y]
				пус	Ju need		a city	or county	

Monthly Sales Tax Report Totals

SALES TAX REPORT TOTAL	S
f you need assistance, please see the <u>Filing Instructions Main Menu.</u>	
14. City and County tax computations will be added and displayed here.	14. \$ 0.00
15. Tax Due (Lines 5, and 14 will be added and displayed here) If Tax Due is a negative number, it will automatically be changed to 0.	15. \$ 4.50
16. Discount	16. \$ 0.00
17. Interest	17. \$ 0.02
18. Penalty	18. \$ 0.00
19. Less Approved Credit	19. \$ 00
20. TOTAL DUE	20. \$ 4.52
NOTE : If you find an error in these amounts, select Continue to review and	l edit your information on the next page.
SAVE	SAVE & EXIT
CALCULATE	CONTINUE

Totals and Balance Due

- State, city and county tax will be calculated and displayed
- Discount will be given if both payments and report are timely filed by the 20th

Semi-Monthly Filers Sales Tax Report Totals

SALES TAX REPORT TOTAL	S
ff you need assistance, please see the Filing Instructions Main Menu.	
14. City and County tax computations will be added and displayed here.	14. \$ 20.09
15. Tax Due (Lines 5, and 14 will be added and displayed here) If Tax Due is a negative number, it will automatically be changed to 0.	15. \$ 20.41
16. Discount	16. \$ 0.00
17. Interest	17. \$ 0.06
18. Penalty	18. \$ 0.00
19. Less Approved Credit	19. \$ 0
20. TOTAL DUE	20. \$ 20.47
21. Total Estimated Payment Interest	21. \$ 0.15
22. Total Estimated Payment Penalty	22. \$ 1.02
23. Total Amount of Estimated Payments	23. \$ 0.00
24. Balance Due	24. \$21.64
NOTE : If you find an error in these amounts, select Continue to review and SAVE CALCULATE	SAVE & EXIT
 Payment History (electronic payments only) Displays estimated payments (red letter text) from selection but does not display payments made using only selection 	the report g the payment
Totals and Balance Due State, city and county tax will be calculated and disp Discount will be given if the estimated payment and report are timely filed by the 20th 	blayed the remaining payment and

Less Approved Credit

• If you have been notified by the Oklahoma Tax Commission of a credit on your account, this may be entered here.

Sales Tax Payment History

SALES TAX PAYMENT HISTORY					
lf you need assis	tance, please see the <u>Filing I</u>	instructions Main Menu.			
	Submit Date	Amount of Payment			
	TOTALS :	\$0.00			
NOTE : All pa paym	nyments that your comp ent through this system	any has made for this period may not be reflected here if you didn't report the			
		PREVIOUS PAGE			

• This page will show you a history of estimated payments for a specific period made electronically (ACH Debit or Credit) through the QuickTax System.

Monthly Oklahoma Sales Tax Report

	OKLAHOMA	SALES TAX REPORT	
f you need assistance, plea:	se see the <u>Filing Instructions Main Mer</u>	<u>าu</u> .	
Taxpayer FEIN/SSN	Reporting Period 05/01/2006 to 05/31/2006	Due Date 06/20/2006	Permit/Account Number
Dut of Business	Business Name		
No			
			Please enter whole dollars
1. Total sales			1. \$ 100.00
2. Removed from inventory	r and consumed or used or purchases for whi	ich direct payment is due.	2. \$0.00
3. Total exemptions (Pleas	e select Schedule N to calculate exemption	s)	3. \$ 0.00
4. Net Taxable Sales			4. \$ 100.00
5. STATE TAX			5. \$ 4.50
	N. SALES TA	X EXEMPTION SCHEDULE	
a. Sales to Those Holding S	Sales Tax Permits or Direct Pay Permits		3a. \$0.00
b. Gasoline Sales With Stat	3b. \$0.00		
ic. Motor Vehicle Sales On \	3c. \$0.00		
d. Agricultural Sales			3d. \$0.00
e. Sales Subject To Federa	I Food Stamp Exemption		3e. \$0.00
f. Returned Merchandise			3f. \$0.00
g. Other Legal Sales Tax E	×emption		3g. \$0.00
OTAL			\$ 0.00
4. City and County tax comp	outations will be added and result entered h	ere.	14. \$ 0.00
5. Tax Due			15. \$ 4.50
6. Discount			16. \$ 0.00
7. Interest			17. \$0.02
8. Penalty			18. \$ 0.00
9. Less Approved Credit			19. \$ 0.00
O. TOTAL DUE			20. \$4.52

Carefully review the above calculations. If you need to make any changes, select the "Edit Report" button to make these corrections as needed. Please keep in mind that this will be your last chance to change any information pertaining to your Oklahoma Sales Tax Report.







Semi-Monthly Filers Sales Tax Report

	OKLAHOMA	SALES TAX REPORT	ſ
lf you need assistance, plea:	se see the Filing Instructions Main Mer	<u>u</u> .	
Taxpayer FEIN/SSN	Reporting Period	Due Date	Permit/Account Number
11111111	05/01/2006 to 05/31/2006	06/20/2006	111111
Out of Business No	Business Name TEST		
			Please enter whole dollar
1. Total sales			1. \$ 282.00
2. Removed from inventory	and consumed or used or purchases for whi	ich direct payment is due.	2. \$0.00
3. Total exemptions (Pleas	e select Schedule N to calculate exemption	s)	3. \$ 275.00
4. Net Taxable Sales			4. \$7.00
5. STATE TAX			5. \$ 0.32
	N. SALES TA	X EXEMPTION SCHEDULE	
3a. Sales to Those Holding S	ales Tax Permits or Direct Pay Permits		3a. \$ 172.00
3b. Gasoline Sales With Stat	e Gasoline Tax Paid		3b. \$0.00
sc. Motor Vehicle Sales On ነ	Which Excise Tax Has Been Paid		3c. \$0.00
3d. Agricultural Sales			3d. \$0.00
3e. Sales Subject To Federa	3e. \$0.00		
3f. Returned Merchandise			3f. \$0.00
3g. Other Legal Sales Tax Ex	<emption< td=""><td></td><td>3g. \$ 103.00</td></emption<>		3g. \$ 103.00
FOTAL			\$ 275.00
14. City and County tax comp	utations will be added and result entered h	ere.	14. \$ 20.09
15. Tax Due			15. \$ 20.41
16. Discount			16. \$ 0.00
17. Interest			17. \$ 0.06
18. Penalty			18. \$ 0.00
19. Less Approved Credit			19. \$ 0.00
20. TOTAL DUE			20. \$ 20.47
21. Total Estimated Pavment	Interest		21. \$ 0.15
22. Total Estimated Payment	Penalty		22. \$ 1.02
23. Total Amount of Estimate	d Payments		23, \$ 0.00
24. BALANCE DUE	-		* 24 \$ 21 EA

Carefully review the above calculations. If you need to make any changes, select the "Edit Report" button to make these corrections as needed. Please keep in mind that this will be your last chance to change any information pertaining to your Oklahoma Sales Tax Report.



SAVE & EXIT



ACH Debit Payment Information

	PAYMENT II	VFORMA	ATION	
	If you need assistance, please see the <u>Filing Instructions Main Menu</u> .			
	Period End Date: 05/31/2006			
	Please enter the required information in the space below: Amount of Tax Payment NOTE: For Amended returns pay only the difference between the Original Amou	unt Paid and	s21 Me Amended Amount Due: This amount brought forw from your re you are goin remit a diffe	t will be /ard port. If ig to rent
First time	Contact Name	J	amount, ent	er the
user will be	Phone Number	5	134899599 (No hyphens please) amount you	are
required to	Mailing Address	1	^{234 Mocking Bird Ln} aoing to rem	nit
enter the	City	St:	zite Zip 9011191011	
"Contact				
Person"		veniy) J		
information	Taxpayer's FEIN / SSN	11		
	Permit / Account Number	11	11111	
	In the place of writing a check, you may electronically pay your OK tax due through to transfer funds by authorizing the State of Oklahoma to electronically debit your by Routing Transit Number (located on bottom, left side of check). Bank Account Number (located on bottom of check, right of Routing Transit No.) For confirmation purposes, please re-enter Bank Account Number. (Enter the last 4 digits to confirm your Bank Account Number, or enter the entire number.) Initiate Payment Date (MMDDYYYY- example: 04302004) Please initiate on or before Due Date. Please note the money will be debited from your account approximately 2 business days after the Initiate Payment Date. To pay using ACH/EFT Debit, you must first read the following: I authorize (1) the Oklahoma Tax Commission and its designated Financial Agents the electronic portion of my Oklahoma Tax Return debit the entry from my account. I also authorize he financial institutions involved i information necessary to answer inquiries and resolve issues related to my payment. I understand that if the Oklahoma Tax Commission does not receive full and timely applicable interests, penalties and return item charges.	the Automat ink account i and give you o initiate an for payment n the process payment of i vrization for : 'IN HERE	ted Clearing House (ACH) Debit method. This method allows you for the amount of your tax payment. 042000424 0000424 000000000000000000	
			Initiate Date	
			• For those remitting by ACH D	ebit,
	SUBMI		the date must be on or before	the
Bonking Ind	formation		due date	_
	iormation		• The current date will appear i	f you
• First time users are required to enter all			are making the payment on the	e due
			date or if it is after the due date	9
Subseque	nt users are only required to enter			
the last four	digits of bank account number			

ACH Credit/Credit Card Payment Information

	PAYMENT INFORMATION	
If you need assistance, please see the <u>Filing Instructions</u>	lain Menu.	
Period End Date: 05/31/2006		
Please enter the required information in the space below:		
Amount of Tax Payment	\$4.52	
NOTE : For Amended returns pay only the difference betwee	n the Original Amount Paid and the Amended Amount Due.	
Contact Name		
Phone Number	(No hyphens please)	
Mailing Address		
City	State Zip	
Email Address	(Please Verify)	
Taxpayer's FEIN / SSN		
Permit / Account Number		
Amount of Tax Owed	\$ 4.52	
Allouit of fax owed	ψ 4.32	
To pay using ACH Credit, you must notify your bank to transfer	our funds to Bank One - Routing Number 103000648. Account Number 010229187. Please	
advise your bank of the format for the addendum record. Pleas	select <u>detailed instructions</u> for explanation.	
	SUBMIT	
	This amour	∩t will
	brought for	ward
st time users will be required to en	er from your r	eport.
ontact Person" information	you are goi	ing to
	remit a diffe	erent
	amount, en	iter the
		u are
	going to rer	mit.

Mail-in Payment Information

PAYMENT INFORMATION				
If you need assistance, please see the <u>Filing Instructions Main Menu</u> .				
Period End Date: 05/31/2006				
Please enter the required information in the space below:				
Amount of Tax Payment NOTE: For Amended returns pay only the difference between the Original Amount Paid and the Amended Amount Due				
Taxpayer's FEIN / SSN				
Permit / Account Number				
mount of Tax Owed \$4.52				
OTE: Payment must be postmarked on or before the due date. Please print out the payment voucher which will be presented immediately following the onfirmation page. Make your check or money order payable to Oklahoma Tax Commission. Please write which tax report you are remitting on your check or noney order.				
SUBMIT				
This amount will brought forward from your report				
	remit a different			
	amount you are			

Signing Your Return



Your Confirmation Number



Confirmation Number

- User is issued a confirmation number
- Your report has been filed

• Continue to the next page to print your report. The confirmation number will print on your report

ACH Receipt

STS		Date: 06/29/2006
	OKLAHOMA S	ALES TAX PAYMENT RECEIPT
Permit/Account Number	Reporting Period	
	05/01/2006	
There are a FETAL (OCAL	to	Conferenction March an
Taxpayer FEIN/SSN	05/31/2006	LOEDEDE LO AD
Initiate Payment Date	Type of Payment	13350231349
05/25/2006	ACH Debit	
You must notify your bank to Bank One - Routing Number: with the following addendum Please print a copy of this form f Business Name	o transfer your funds to: 103000648, <u>Account Number: 0</u> record: 205TXP*P. <u>111111</u> *042 for your records.	mount of Payment \$ 1,546.50
FILE NEW REPO	RT r report for the same FEIN/Pe	EXIT rmit Number, <u>click here</u> .
This addenda record info credit payment back to us	rmation is what you need to s correctly. This record cont	give to your bank to process the ACH ains the date, permit number, paymen

amount and other specific information needed to correctly process your payment.

Mail-in Voucher

STS 41004		Date: 06/29/2006
FORM 1323-V	OKLAHOMA SA	ALES TAX PAYMENT VOUCHER
·		
Permit/Account Number	Reporting Period	Due Date
	05/01/2006	06/20/2006
Taxpaver FEIN/SSN	to 05/21/2006	Confirmation Number
	03/31/2000	14656295152
For Office Use Only: M M D Please print this form. Complete th below. Mail along with a check or m order to the Oklahoma Tax Commis Business Name	e lines Okloney oney sision. Oklah	Mail payment and voucher to: ahoma Tax Commission PO Box 26850 oma City, OK 73126-0850
BECCA-LEE MANUFACTURING		Tay Due \$ 4.52
Address 1	A	mount of Payment \$ 4.52
City, State & Zip		
	CONTINUE	

Final Completed Report to Retain for Your Records

	OKLAHON	1A SALES TAX	REPORT		
Filing Date : 06/28/2	:006				
CONFIRMATION NU	MBER:		14	l6 \$6284602	
PAYMENT AMOUNT	:		\$	21.66	
INITIATE PAYMENT	DATE:		06	5/28/2006	
TYPE OF PAYMENT	:		A	CH Debit	
Taxpayer FEIN/SSN 111111111	Reporting Period 05/01/2006 To 05/31/	Due Date 2006 06/20/2006	Pe	rmit/Account Nu 111111	mber
G. Out of Business No	Business Name TEST				
1. Total sales				1. \$ 20	82.00
2. Removed from	inventory and consumed or used	or purchases for which	direct payment is du	ie. 2.\$0.	.00
3. Total exemptio	ns (Total from Schedule N)			3. \$ 23	75.00
4. Net Taxable Sa	iles			4. \$7.	.00
5. STATE TAX				5.\$0.	.32
	N. SALE	ES TAX EXEMPTION S	CHEDULE		
3a. Sales to Those I	Holding Sales Tax Permits or Dire	ot Pay Permits		3a. \$1	72.00
30. Gasoline Sales' 30. Motor Vehicle S	with state Gasoline Tax Paid ales On Which Excise Tay Has Br	en Paid		36.\$0 30.80	.00
3d. Agricultural Sale	S			3d. \$0.	.00
3e. Sales Subject To	o Federal Food Stamp Exemption	1		3e. \$0	.00
3f. Returned Mercha	andise			3f. \$0.	00
3g. Other Legal Sale	es Tax Exemption			3g. \$1	03.00
TOTAL				\$ 2	75.00
14. City and County	tax computations will be added a	nd result entered here.		14. \$ 2	90.09
15. Tax Due (Lines 5	5 and 14 will be added and result	entered here)		15. \$ 2	0.41
16. Discount				16.\$0	.00
17. Interest				17.\$0	.07
18. Penalty				18.\$0	.00
19. Less Approved C	redit			19.\$0	0.00
20. TOTAL DUE				20. \$ 2	:0.48
21. Total Estimated	Payment Interest			21.\$0	1.16
22. Total Estimated	Payment Penalty			22. \$ 1	.02
23. lotal Amount of 24. BALANCE DUE	Estimated Payments			23. \$ U 24. \$ 2	1.00
	CITY AND	COUNTY TAX COMPU			
I. City/County	J. City/County Name	K. Net Sales Subj	ect to L. Tax Rate	M. Amount	of Tax Due
Code		Ta×	(%)	(Item Kr Item L)	nultiplied by
1814	VINITA	\$0	3.000%	\$ 0.00	
2103	BERNICE	\$0	3.500%	\$ 0.00	
5688	OKMULGEE COUNTY	\$ 0	1.000%	\$ 0.00	
7281	TULSA - TULSA COUNTY	\$ 500	3.000%	\$ 15.00	
7288	TULSA COUNTY	\$ 500	1.017%	\$ 5.09	
City & County Tax Co	omputation Totals			\$ 20.0 3	
	FILE NEW REPORT		EX	п	
То	file another report for t	he same FEIN/P	ermit Number,	click here.)
					´
					Click
					VOLLT
					Dono
Print Pag	le				керо



Final Screen

Thank you! You are now logged out of QuickTax.

If you chose "Save & Exit", your partial report will be saved up to seven (7) business days.

Oklahoma Tax Commission

Credit Card Payments

If making a credit card payment, click here