How to make a RITA payment:

1. From the 'Payment Information' screen in SafeSend, click 'Pay Now':

| Payment Information | × |
|--|--|
| Or SHI | nio-RITA |
| Download Your <u>Filing Ins</u> Review Payment Option: Select Your Payment Met | structions s and Instructions thod |
| Pay Online | Check or Money Order |
| Click button below to make your payment. | Download your payment voucher. |
| Pay Now | 🔳 Get Voucher |

2. To make your tax payment, select one of the available options:

| Pay Online |
|---|
| Login to MyAccount 24/7 to make payments. |
| FastPay |
| Make a one-time payment without creating an account by using FastPay . |
| Pay By Phone |
| Payments can be made over the phone with our 24/7 self-service options at 800.860.7482. |

3. If selecting the 'My Account' option, click the green link to sign in or create an account.

a. Once logged in, you will be able to navigate to the payment screen and pay any balances due (could include estimates and/or current balance due). Confirm payment information and print/save the confirmation for your records.

4. If selecting the 'Fast Pay' option, input information in the required fields and click 'Next':

| Account Information | n | | |
|------------------------------|----------------|------------|---------|
| What account are you making | a payment for? | | |
| ● Individual ○ Net Profit ○ | Withholder | | |
| Show Social Security Numb | er | | |
| Social Security Number: | | | |
| REQUIRED | | | |
| Confirm Social Security Numb | ier: | | |
| REQUIRED | | | |
| | | | |
| | | | |
| Tell us your name | | | |
| First Name: | Middle: | Last Name: | Suffix: |
| (REOLURED) | | | |

- Input email/address info, then click 'Next'.
- Select payment type (standard), input payment amount and then click 'Next'.
- Review taxpayer and payment information and click 'Next'.
- Review payment options and 'Select' your preferred option:

| Payment Options | |
|--|--------------------|
| Credit Cards Accepted (Service Charge Applies): MasterCard, VISA, Discover | |
| Please note that a 2.75% Service Charge will be added to payments made by credit card. If you pay by credit card, the total amount will be charged to the account immediately on submission. ***/f your credit card payment attempt is unsuccessful, please DO NOT make multiple payment attempts with the same credit card. Doing so may subject your credit card account to an automatic hold by your credit card provider. | Select > |
| Direct Transfer From Your Checking or Savings Account | |
| A fee will be charged to your account for a dishonored electronic debit from lack of funds. | Select > |

- Input payment information and click '**Submit Payment**'. Confirm and print/save confirmation for your records.