

Filing Returns on OKTAP



To file a return on OkTAP:

1. Navigate to the account for which you want to file a return by clicking the appropriate **Account ID** link.

OKLAHOMA TAXPAYER ACCESS POINT

Menu [Log Off](#)

Navigation

- [My Accounts](#)

My Profile

- [Allow Third Party Access](#)
- [Add Access to Another Account](#)
- [Make a Payment](#)

Help Links

- [FAQ's](#)
- [Guide](#)
- [Contact Us](#)

SAMPLE TAXPAYER

Federal Employer ID: **-***1234
Balance: \$0.00

Names and Addresses

Legal Name: SAMPLE TAXPAYER
DBA Name: Add
Mailing Address: Edit 2501 N LINCOLN BLVD OKLAHOMA CITY OK 73194

ACCOUNTS¹ REQUESTS⁰ NOTICES¹ LETTERS & PERMITS⁰

ACCESSIBLE ACCOUNTS (SEARCH)¹

MY ACCOUNTS [Hide History](#) [Filter](#)

| Account ID | Account Type | Name | Frequency | Address | Balance |
|-----------------|--------------|-----------------|-----------|---------------------------|---------|
| STS-12345678-02 | Sales Tax | SAMPLE TAXPAYER | Monthly | 2501 N LINCOLN BLVD OKLAH | 0.00 |

2. Click the **File Now** link for the appropriate period.

OKLAHOMA TAXPAYER ACCESS POINT

Menu [Log Off](#)

Navigation

- [My Accounts](#)
- [Account: STS-12345678-02](#)

Request to Close Account

- [Add/View Sites](#)
- [Submit Attachment](#)
- [Make a Payment](#)

Help Links

- [FAQ's](#)
- [Guide](#)
- [Contact Us](#)

Periods and balances prior to September 2013 are not available to view on OkTAP.

SALES TAX

Account ID: STS-12345678-02
Filing Frequency: Monthly
Pending Return Requests: 0.00
Effective Balance: Pay 0.00

NAMES AND ADDRESSES

DBA Name: Edit SAMPLE TAXPAYER
Legal Name: SAMPLE TAXPAYER
Location Address: 2501 N LINCOLN BLVD OKLAHOMA CITY OK 73194
Mailing Address: Edit 2501 N LINCOLN BLVD OKLAHOMA CITY OK 73194

PERIODS⁰ REQUESTS⁰ ACTIVITY⁰ NOTICES⁰ LETTERS & PERMITS⁰

ATTENTION NEEDED¹ ALL PERIODS (SEARCH)

PERIODS FROM 30-SEP-2011 [Change Date](#) [Defaults](#) [Filter](#)

| Period | Return Status | Tax | Penalty | Interest | Credits | Balance | Messages |
|-------------|---------------|------|---------|----------|---------|---------|-----------------------------|
| 30-Sep-2013 | Outstanding | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | File Return |

- 3. For help while completing the return, click the **Complete Instructions** link (A) for detailed instructions or the **Question Mark** icons (B) to the right of the fields for help on the individual lines.
- 4. Complete the green fields. White fields will be populated based on what you enter on lines 1 and 2.
- 5. Click the links (C) for lines 3 and 6 to navigate to the Exemption and City/County Tax schedules.

| Line | Description | Value |
|------|--|-------|
| 1. | Total Sales | 0.00 |
| 2. | Removed from inventory and consumed or used or purchases for which direct payment is due | 0.00 |
| 3. | Total Exemptions (total from Sales Tax Exemptions schedule) | 0.00 |
| 4. | Net Taxable Sales (add lines 1 and 2, then subtract Line 3) | 0.00 |
| 5. | State Tax (multiply Line 4 X 0.045) | 0.00 |
| 6. | City/County Tax (total from column N from city & county tax computation) | 0.00 |
| | Total Taxable City Sales | 0.00 |
| | Total Taxable County Sales | 0.00 |
| 7. | Tax Due (add lines 5 and 6) | 0.00 |
| 8. | Discount (multiply line 7 X 0.01 for timely filing) | 0.00 |
| 9. | Interest* | 0.00 |
| 10. | Penalty* | 0.00 |
| 11. | Total Tax Due (subtract Line 8 from Line 7, then add lines 9 and 10) | 0.00 |

* - Penalty and interest calculated through today. Additional penalty and interest may be due if your payment is submitted at a later date.

- 6. Complete the Sales Tax Exemption Schedule. Click the **Back to Main Page** button (A) or the **Sales Tax Return** tab (B) to navigate back to the main page.

| Line | Description | Value |
|------|--|-------|
| 3a. | Sales to Those Holding Sales Tax Permits or Direct Pay Permits | 0.00 |
| 3b. | Gasoline Sales with State Gasoline Tax Paid | 0.00 |
| 3c. | Motor Vehicle Sales on which Excise Tax Has Been Paid | 0.00 |
| 3d. | Agricultural Sales | 0.00 |
| 3e. | Sales Subject to Federal Food Stamp Exemption | 0.00 |
| 3f. | Returned Merchandise | 0.00 |
| 3g. | Other Legal Sales Tax Exemptions | 0.00 |
| | Total Exemptions (Line 3) | 0.00 |

Explanation of 'Other Legal Sales Tax Exemptions'

Back To Main Page

7. The City/County Tax Computation will be pre-populated based on sites registered with the Oklahoma Tax Commission. Click the **Edit Table** button (A) to enter net taxable sales and to add any cities or counties not pre-populated.
8. You can also click the **Import** button (B) to import a spreadsheet with a list of city/county codes and sales. Use the **Tips & Tricks for the City/County Tax table** link (C) for help on creating the spreadsheet.

Do not use the browser back button to navigate.

SALES TAX RETURN EXEMPTION SCHEDULE INSTRUCTIONS CITY/COUNTY TAX COMPUTATION

[Tips & Tricks for the City/County Tax table](#) [Click here to view a sample excel \(xls,xlsx\) file.](#)
[Click here to view a sample csv file.](#)

| J. City/County Code | K. City/County | L. Net Taxable Sales | M. Tax Rate | N. Tax Due | County Sales | City Sales | Reason |
|---------------------|-------------------|----------------------|-------------|------------|--------------|------------|--------|
| 8005 | CALIFORNIA | 0 | 0.000000 | 0.00 | 0.00 | 0.00 | |
| 8088 | FOREIGN COUNTRIES | 0 | 0.000000 | 0.00 | 0.00 | 0.00 | |

Please validate city/county use tax by clicking 'OK' in the table editor.

City/County Tax Computation (tbl)

| J. City/County Code | K. City/County | L. Net Taxable Sales | M. Tax Rate | N. Tax Due | County Sales | City Sales | Reason |
|---------------------|-------------------|----------------------|-------------|------------|--------------|------------|--------|
| 8005 | CALIFORNIA | 0 | 0.000000 | 0.00 | 0.00 | 0.00 | |
| 8088 | FOREIGN COUNTRIES | 0 | 0.000000 | 0.00 | 0.00 | 0.00 | |

9. Click the **Save and finish later** button (A) to save the return to complete at another time or click the **Submit** button (B) to submit the return and continue to the confirmation screen. You must enter your password to confirm your submission.

Do not use the browser back button to navigate.

SALES TAX RETURN EXEMPTION SCHEDULE INSTRUCTIONS CITY/COUNTY TAX COMPUTATION

QuickTax **Oklahoma Sales Tax Return** Account ID: STS-12345678-02
 Filing Period: 30-Sep-2013
 Due Date: 21-Oct-2013

You are required to re-enter your password to verify this request. Your password will act as your electronic signature.

Password

OK Cancel

10. You will be directed to the confirmation screen. Click the **Schedule Payment** button to make a payment.

ONLINE PAYMENT

Confirmation and Payment

Your sales tax return for **September 30, 2013** indicates that payment is due. Enter your payment amount and click **Schedule Payment** to proceed to OK.Gov to make your payment.

| | | | |
|----------------|------------|-------------------------|---|
| Total Due | \$4,950.00 | | |
| Payment Amount | 4,950.00 | Schedule Payment | ← |
| | | Paying by ACH Credit? | |

[Click here](#) to print this confirmation page for your records.

Your return has been submitted.

Confirmation Number: 0-655-654-912
Account ID: STS-12345678-02
Filing Period: September 30, 2013

The return will be posted to your account after it is processed and filed in the next business day.

If you have questions or concerns, please refer to the [OkTAP FAQs](#) or [OkTAP Guide](#) help links found on the left. You can also contact the Tax Commission by clicking on the Notices tab, then on Outbox and [Click Here to Send Notice](#).

For additional contact information visit www.tax.ok.gov/contact.

11. You will be directed to QuickTax Payments. Your address information and the payment amount will be populated from OKTAP.

Payment Information

Oklahoma Tax Commission - QuickTax Payments

Enter your payment information below.
 After you click CONTINUE, you'll be taken to a preview page, there you will finish processing your transaction.

* Indicates required field.

Billing Information

* Name On Account:

* Address 1:

Address 2: Suite #, Apt. #

* City/Province: * State: * Zip:

Country: Two character code (ex. US)

Email Address:

Phone: digits only, include area code

Itemized Costs

| Item / Description | Quantity | Unit Price | Total |
|--|----------|------------|------------|
| Sales Tax Return | 1 | \$4,950.00 | \$4,950.00 |
| Tax for the September 30, 2013 sales tax return. | | | |
| Sub Total | | | \$4,950.00 |
| ONLINE FEE MAY APPLY | | | |

- 12. Enter your payment information. You can select a future date for when you want your payment to be initiated by clicking the calendar icon (A). Click the **continue** button (B) to continue to the next page.
- 13. Review the payment information and click the **Process Payment** button (C).

The screenshot shows a 'Payment Information' form with the following fields and options:

- Payment Type:** A dropdown menu with 'Select Payment Type'.
- Account Number:** A text input field.
- Re-enter Account Number:** A text input field.
- Would you like to save your payment information so it can be used for future transactions?** Radio buttons for 'Yes' and 'No'.
- Date:** A text input field with a calendar icon (A) and instructions: 'Enter a date you wish your payment to be initiated. Date must be greater than or equal to today. If left blank, assumed today. mm/dd/yyyy'.
- Buttons:** 'Continue' (B) and 'Cancel' buttons.

Below the form is a red-bordered box containing a warning: 'Only hit the PROCESS PAYMENT button once. To avoid duplicate billing, please do not hit the REFRESH or BACK button on your browser during this process. Please allow up to 60 seconds for this transaction to finish. Once complete, a receipt page will be provided for you to print.' Below this warning are 'Process Payment' (C), 'Back', and 'Cancel' buttons.

- 14. You will be directed back to OkTAP. Make note of the confirmation number for your records.

The screenshot shows a 'CONFIRMATION' page with the following content:

- CONFIRMATION** (header)
- [Click here](#) to print this confirmation page for your records.
- Your payment has been submitted.**
- Confirmation Number:** 1-729-396-736
- Payment Amount:** \$4,950.00
- The payment will be posted to your account after it is processed and filed in the next few business days. If your account does not reflect the payment after this date, please send us a message.
- For additional contact information visit www.tax.ok.gov/contact.

15. After you submit the return, the status will be **Pending...** Once the return has been processed by the Oklahoma Tax Commission, the status will be **Processed**.

| SALES TAX | | NAMES AND ADDRESSES | |
|-------------------------|------------------------------|---------------------|--|
| Account ID | STS-12345678-02 | DBA Name | Edit SAMPLE TAXPAYER |
| Filing Frequency | Monthly | Legal Name | SAMPLE TAXPAYER |
| Pending Return Requests | 4,950.00 | Location Address | 2501 N LINCOLN BLVD OKLAHOMA CITY OK 73194 |
| Effective Balance | Pay 4,950.00 | Mailing Address | Edit 2501 N LINCOLN BLVD OKLAHOMA CITY OK 73194 |

PERIODS
REQUESTS³
ACTIVITY
NOTICES⁰
LETTERS & PERMITS¹

ATTENTION NEEDED¹
ALL PERIODS (SEARCH)

| PERIODS FROM 30-SEP-2011 | | PERIODS FROM 30-SEP-2011 | |
|--------------------------|---------------|--------------------------|--|
| Period | Return Status | | |
| 30-Sep-2013 | Pending... | | |

PERIODS
REQUESTS¹
ACTIVITY
NOTICES⁰
LETTERS & PERMITS¹

ATTENTION NEEDED¹
ALL PERIODS (SEARCH)

| Change Date Defaults Filter | | | | | | | | | |
|-----------------------------|------------------|-----------------------------|----------|---------|----------|---------|----------|--------------|--|
| Period | Return Status | | Tax | Penalty | Interest | Credits | Balance | Messages | |
| 30-Sep-2013 | Ontime-Processed | View Return | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | Balance Owed | |

Making Payments on OKTAP

There are four main ways to make payments on OKTAP:

- a) The **Make an Online Payment** link on the OkTAP home page (See Make an Online Payment guide)



- b) The **Make a Payment** link on the sidebar once you login to OkTAP (See pages 9-10 of this guide)



c) The **Pay** link next to the effective balance on the account (See pages 9-10 of this guide)

| SALES TAX | | NAMES AND ADDRESSES | |
|-------------------------|---------------------|---------------------|---|
| Account ID | STS-12345678-02 | DBA Name | SAMPLE TAXPAYER |
| Filing Frequency | Monthly | Legal Name | SAMPLE TAXPAYER |
| Pending Return Requests | 0.00 | Location Address | 2501 N LINCOLN BLVD OKLAHOMA CITY OK 73194 |
| Effective Balance | Pay 5,000.00 | Mailing Address | 2501 N LINCOLN BLVD OKLAHOMA CITY OK 73194 |

| PERIODS | REQUESTS ¹ | ACTIVITY | NOTICES ² | LETTERS & PERMITS ¹ |
|--|-----------------------|----------|----------------------|--------------------------------|
| ATTENTION NEEDED ¹ ALL PERIODS (SEARCH) | | | | |

| PERIODS FROM 30-SEP-2011 | | | | | | | | Change Date | Defaults | Filter |
|--------------------------|--------------------|-----------------------------|----------|---------|----------|---------|----------|--------------|----------|--------|
| Period | Return Status | | Tax | Penalty | Interest | Credits | Balance | Messages | | |
| 30-Sep-2013 | Overtime-Processed | View Return | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | Balance Owed | | |

d) After you file a return (See pages 4-5 of this guide)

To make a payment using the **Make a Payment** link or **Pay** link:

1. Select the **Account Type** (A) from the drop-down menu. If you are making a payment from a specific account, this will be pre-populated.
2. Select Yes or No from the **Are you using a coupon to direct your payment?** drop-down menu (B). If Yes, you will be required to enter a media number.
3. Select the **Payment Type** (C) from the drop-down menu. Once you select the payment type, a description of the payment type will appear to help you in your selection.
4. Click the **Calendar** icon to select the filing period for the payment.
5. Enter the **Payment Amount**.
6. Click the **Schedule Payment** button (C) to continue to the Ok.gov QuickTax Payments form.

ONLINE PAYMENT

Online Payment

Enter your information below and click **Schedule Payment** to proceed to OK.Gov to make your payment.

Account Information

Account Type Sales Tax ← A

ID Type Federal Employer ID ⓘ

FEIN 12-3456789

Payment Details

Are you using a coupon to direct your payment? Yes ← B

Payment Type Return Payment ← C

Media Number ⓘ

Filing Period 📅

Payment Amount 0.00

Schedule Payment ← C

Return Payment
Amount intended to pay off a filed return.

◀
Sep
2013
▶

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Today
Done

7. Your address information and the payment amount will be populated from OkTAP.

Payment Information

Oklahoma Tax Commission - QuickTax Payments

Enter your payment information below.
After you click CONTINUE, you'll be taken to a preview page, there you will finish processing your transaction.

* Indicates required field.

Billing Information

* Name On Account:
SAMPLE TAXPAYER

* Address 1:
2501 N LINCOLN BLVD

Address 2: Suite #, Apt. #

* City/Province: OKLAHOMA CITY * State: OKLAHOMA * Zip: 73194

Country: Two character code (ex. US)
US

Email Address:
SAMPLE@TAXPAYER.COM

Phone: digits only; include area code

Itemized Costs

| Item / Description | Quantity | Unit Price | Total |
|---|----------|----------------------|------------|
| Sales Tax - Return Payment | 1 | \$1,000.00 | \$1,000.00 |
| Amount intended to pay off a filed return. FEIN: *****0596. Period: 09/30/2013. | | | |
| | | Sub Total | \$1,000.00 |
| | | ONLINE FEE MAY APPLY | |

8. Enter your payment information. You can select a future date for when you want your payment to be initiated by clicking the calendar icon (A). Click the **continue** button (B) to continue to the next page.

9. Review the payment information and click the **Process Payment** button (C).

Payment Information

After you select a payment type, additional fields will display to be completed.

* Payment Type:
Select Payment Type

* Account Number:

* Re-enter Account Number:

* Would you like to save your payment information so it can be used for future transactions?
 Yes No

Enter a date you wish your payment to be initiated.
Date must be greater than or equal to today.
If left blank, assumed today. mm/dd/yyyy

← A →

← B → [Continue] [Cancel] [Process Payment] [Back] [Cancel] ← C →

Only hit the PROCESS PAYMENT button once. To avoid duplicate billing, please do not hit the REFRESH or BACK button on your browser during this process. Please allow up to 60 seconds for this transaction to finish. Once complete, a receipt page will be provided for you to print.