



## HOW TO MAKE AN ESTIMATED TAX PAYMENT USING OUR WEBSITE:

1. Go to: <https://parkersprairietaxservice.com/>
2. On the HOME page, scroll down to the appropriate Payment buttons (Federal Taxes, MN Taxes, etc.)

## HOW TO MAKE YOUR FEDERAL ESTIMATE TAX PAYMENT

1. Click on PAY YOUR FEDERAL TAXES
2. Direct you to the IRS payment site
  - a. Click on how you want to pay (Bank Account, Credit Card, etc.)
3. Click Make a Payment
4. Reason for Payment = **Estimated Tax**
  - a. **Automatically fills in Apply Payment to 1040 & Tax period for payment = "20XX"**
  - b. **Click Continue**
5. Confirm next screen, click continue
6. Tax Year for Verification; pick which tax return you are using information from to verify your IRS account information; this **MUST** match exactly how it was reported on the return.
7. **FIRST NAME & LAST NAME must be the FIRST person listed on the return you are verifying with; ALL my clients, we list the HUSBAND first, this means entering ALL OF THIS INFORMATION being requested as the HUSBANDS info NOT the spouse (WIFE).**
8. Next enter in the amount of your payment
9. Select the date you want the payment to be initiated:
  - a. Estimated Tax Due Dates for 20XX are:
    - First Quarter - April 15, 20XX
    - Second Quarter – June 15, 20XX
    - Third Quarter – Sept 15, 20XX
    - Fourth Quarter – Jan 15, 20XX
10. Fill out payment information, enter in your email address to get receipt of payment proof, click CONTINUE
11. Click AGREE
12. Electronic Signature **must be the FIRST person listed on the tax return you are verifying with; ALL my clients, we list the HUSBAND first, this means entering ALL OF THIS INFORMATION being requested as the HUSBANDS info NOT the spouse (WIFE).**
13. Check the BOX that "I accept the Debit Authorization Agreement
14. Click SUBMIT
15. Print your confirmation for your TAX RECORDS
16. Click EXIT clear your session & close your browser.



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#### HOW TO MAKE YOUR MINNESOTA ESTIMATE TAX PAYMENT

1. Click on PAY YOUR MN TAXES
2. Directs you to the MN Department of Revenue payment site
  - a. Click on how you want to pay (Bank Account, Credit Card, etc.)
3. Select a Payment Option – Are you using a letter ID to make your payment? \_Select **NO**, click NEXT
4. Customer Type – Select **individual**, click NEXT
5. Tax Type – Individual Income Tax
6. Customer Information - **must be the FIRST person listed on the tax return you are verifying with; ALL my clients, we list the HUSBAND first, this means enter ALL OF THIS INFORMATION being requested as the HUSBANDS info NOT the spouse (WIFE). Joint Social Security Number = Spouse**
7. Enter in your email address to get receipt of payment proof, click NEXT
8. Type of Payment – Estimate
  - a. Automatically fills in the Filing Period = 31, Dec-20XX
  - b. Click Next
9. Make Multiple Payments – I recommend only making 1 payment at a time just in case we need to change your payment amounts in future quarters; click NEXT, after you have selected your payment choice
10. Fill out payment information, enter in your email address to get receipt of payment proof, click NEXT
  - a. Estimated Tax Due Dates for 20XX are:
    - First Quarter - April 15, 20XX
    - Second Quarter – June 15, 20XX
    - Third Quarter – Sept 15, 20XX
    - Fourth Quarter – Jan 15, 20XX
11. Review your information, click SUBMIT
12. Print your confirmation for your TAX RECORDS
13. Close your browser session when complete



#### HOW TO MAKE A BALANCE DUE TAX PAYMENT USING OUR WEBSITE:

3. Go to: <https://parkersprairietaxservice.com/>
4. On the HOME page, scroll down to the appropriate Payment buttons (Federal Taxes, MN Taxes, etc.)

#### HOW TO MAKE YOUR FEDERAL BALANCE DUE TAX PAYMENT

17. Click on PAY YOUR FEDERAL TAXES
18. Direct you to the IRS payment site
  - a. Click on how you want to pay (Bank Account, Credit Card, etc.)
19. Click Make a Payment
20. Reason for Payment = **BALANCE DUE**
  - a. **Apply Payment to: Income Tax - Form 1040 & Tax period for payment = 20XX**
  - b. **Click Continue**
21. Confirm next screen, click continue
22. Tax Year for Verification; pick which tax return you are using information off of to verify your IRS account information; this **MUST** match exactly how it was reported on the return.
23. **FIRST NAME & LAST NAME must be the FIRST person listed on the return you are verifying with; ALL my clients, we list the HUSBAND first, this means entering ALL OF THIS INFORMATION being requested as the HUSBANDS info NOT the spouse (WIFE).**
24. Next enter in the amount of your payment
25. Select the date you want the payment to be initiated:
26. Fill out payment information, enter in your email address to get receipt of payment proof, click CONTINUE
27. Click AGREE
28. Electronic Signature **must be the FIRST person listed on the tax return you are verifying with; ALL my clients, we list the HUSBAND first, this means entering ALL OF THIS INFORMATION being requested as the HUSBANDS info NOT the spouse (WIFE).**
29. Check the BOX that "I accept the Debit Authorization Agreement
30. Click SUBMIT
31. Print your confirmation for your TAX RECORDS
32. Click EXIT clear your session & close your browser.



#### HOW TO MAKE A BALANCE DUE TAX PAYMENT USING OUR WEBSITE:

3. Go to: <https://parkersprairietaxservice.com/>
4. On the HOME page, scroll down to the appropriate Payment buttons (Federal Taxes, MN Taxes, etc.)

#### HOW TO MAKE YOUR MINNESOTA PAYMENT

14. Click on PAY YOUR MN TAXES
15. Directs you to the MN Department of Revenue payment site
  - a. Click on how you want to pay (Bank Account, Credit Card, etc.)
16. Select a Payment Option – Are you using a letter ID to make your payment? \_Select **NO**, click NEXT
17. Customer Type – Select **individual**, click NEXT
18. Tax Type – Individual Income Tax
19. Customer Information - **must be the FIRST person listed on the tax return you are verifying with; ALL my clients, we list the HUSBAND first, this means enter ALL OF THIS INFORMATION being requested as the HUSBANDS info NOT the spouse (WIFE). Joint Social Security Number = Spouse**
20. Enter your email address to get receipt of payment proof, click NEXT
21. Type and Period – Estimate
  - a. Type of Payment - Return
  - b. Filing Period for Payment – 31-Dec-20XX
22. Fill out payment information, balance due on your return, click NEXT
23. Review your information, click SUBMIT
24. Print your confirmation for your TAX RECORDS
25. Close your browser session when complete