

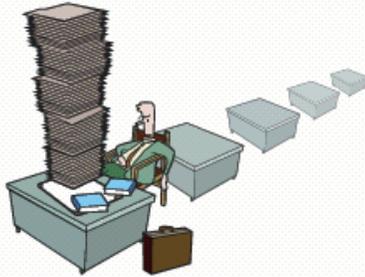


"The Online Filing Solution."



File BOTH your Local and State Sales/Use Tax today!

To learn more or file online, go to: morgancounty.alagov.com.



- Reduces the amount of time required to file Sales and Use taxes
- Automatically calculates tax due
- One-stop Registration and filing for multiple tax Authorities
- Pay by e-check
- View your filing history
- Linked directly to State filing site



It's FREE, and only a click away!

HOW TO FILE:

I. SETUP USER ACCOUNT

1. Click **SETUP NEW ACCOUNT**
2. Enter information, click **SAVE**
3. Click **SETUP COMPANY**



II. SETUP COMPANY

1. Account Verification: Enter your Fed ID# or SSN, Enter FA Issued ID (*NOT REQUIRED*)
2. Click **CONTINUE** (you will be taken to the Company Information Page)
3. Enter information (*fields in bold are required*)
4. **CHECK THE BOX** next to PLEASE ADD ME AS A USER FOR THIS COMPANY
5. Click **NEXT** (if you need to add additional users, fill in user data and click SAVE)
6. Click **FINISH** (you will be taken to the Welcome Page; if you wish to setup more than one company, click **SETUP COMPANY**)
7. Click **FILE NEW**

III. FILE TAXES

1. Verify Information, click **CONTINUE**
2. Select Filing Period, click **CONTINUE**
3. Select Jurisdiction, select Tax Type, Rate Code
Click **ADD ITEM** (continue this process until all jurisdictions, types, and codes are added)
4. Enter Gross Sales Amount and Deductions in the appropriate fields, click **CONTINUE**
5. Review information, if everything is correct click **SUBMIT** (if any problems, click **BACK**)
6. Payment Gateway: select method of payment and enter required information, click **PAY**

www.morgancounty.alagov.com