

When paying by **check**, be sure to print a Payment Voucher to mail with your check to ensure the payment is posted to the correct account and period.

**Printing Returns and Payment Vouchers:**

Completed returns are printed from the ACTIVITY screen, by selecting REPRINT RETURN.

Payment vouchers are printed after completing a return by selecting MAKE PAYMENT from the ACTIVITY screen or Check Method from the MAKE PAYMENT screen.

You will need to identify the period start date when reprinting a return or payment voucher.

**What if I discover a mistake on a return after it has been submitted?**

An amended return must be filed to report the corrected tax liability. The return must be printed and should be completed as if the original return had not been filed. Go to <http://maine.gov/revenue/salesuse/returnlink.htm> to print out the amended tax return. Tax rates changed October 1, 2013. Be sure to choose the correct return for the period you need to adjust. Enter the amount paid with the original return as a “Credit Carry Forward From a Prior Period”. Use the EZ-Pay system <https://portal.maine.gov/ezpay/welcome.do> to make payment of any additional tax due.

**How do I update my information?**

Banking Information

Changes made to banking information take effect the next time a payment option is confirmed. ACH Debit information can be updated when filing a return or by choosing Change Banking Information from the ACTIVITY screen.

Password

From the ACTIVITY screen, choose *Change Business Information*. Use this area to update information about your business including the business name, address, owner, and contact information. You can also use this area to change your password, or to access the *Change Banking Information* screen.

Business or Contact Information

Only enter the information that is changing. Click Submit when you are finished. You will be returned to the ACTIVITY screen.

**IMPORTANT INFORMATION ABOUT FILING YOUR TAX RETURN**

**When are returns filed?**

Filing frequencies are based on a retailer’s annual tax liability. New retailers estimate this amount on their registration application. The initial filing frequency that was selected on the registration application is pre-printed on the enclosed Retailer Certificate.

Tax returns are due the *15<sup>th</sup> of the month* following the reporting period. Returns are required to cover all periods from the business start date indicated on the registration application.

**A return is required for every period an account is open, even if there is no activity to report.**

Example: A retailer applied for a sales tax registration with a business start date of January 1 and monthly filing. The actual date the business opened was May 1. The retailer is required to file returns for January-April, reporting monthly gross sales of \$0.00.

		Based on filing frequency, when is the return due? Returns are due no later than the 15th of the month.			
		Monthly/Seasonal	Quarterly	Semiannual	Annual
When did the activity occur?	January	February	April	July	January
	February	March			
	March	April			
	April	May	July		
	May	June			
	June	July			
	July	August	October		
	August	September			
	September	October			
	October	November	January		
	November	December			
	December	January			

## Where are returns filed?

Maine Revenue Services (MRS) requires electronic filing of sales, use, and service provider tax returns. Returns can be filed over the internet or a touch-tone telephone. Both systems allow electronic payments or payment by check. If you do not have internet access, contact Maine Revenue Service at (207) 624-9693 to request an application for TeleFile.

## Getting Started:

### Helpful Hints for Using I-File

- The blue  icons. Click on these icons at any time for context-specific help.
- Special instructions to the right of the entry boxes. For example, next to the phone number field, if you see *Use numbers only. EXAMPLE 2071231234*, the telephone number must be entered without spaces, dashes, or brackets.
- Action buttons (NEXT, CONFIRM, CANCEL, etc.) are always at the bottom of the screen.
- Warning messages are always at the top of the screen. Example: *\*Password is required* means a password must be entered to continue.

### Step One: New User Orientation

MRS strongly recommends all new users take a few minutes to register and become familiar with I-File before filing their first return. Go to <https://portal.maine.gov/salestax/> to begin at the Welcome screen.

Check out the *Important Information* link. The window that opens up contains information about available I-File activities and payment methods.

Click NEXT at the bottom of the page to continue to the ACTIVITY screen. To get started, you will need:

- Your seven-digit registration number for your sales, use, or service provider tax account.
- A six character password you create. It may contain letters and/or numbers. Letters are case-sensitive.
- Your three-digit business code, found on your retailer certificate.
- Your contact information, including name, phone number, and email address. The email address is used for future notifications and filing reminders.

### Step Two: Registration

On the ACTIVITY screen, enter the Registration Number and Password you make up. Choose “File Return” from the drop-down menu. You are not required to file the return at this time. Click NEXT to continue to the REGISTRATION screen. Enter the following:

- Business Code – found on your retailer certificate
- Password (confirm) – 6 digit password you created in Step One
- Contact Name
- Phone Number
- Email Address

You are now ready to file your first return!

### Step Three: Filing a Return

On the ACTIVITY screen, choose File Return. Click Next. Enter the FILING PERIOD start date. This is the first day of the reporting period. Enter the date as MMDDYYYY with no dashes, slashes, or spaces.

- Click *File Return* to go to the screen to ENTER DATA.
- After entering your sales data, click *Next* to calculate the amount of tax due.
- Choose *Change Return* if the values on the return are not correct.
- Choose *Confirm* to go to a Confirmed Return if the amounts are correct.
- Note the confirmation number at the top of the return.

### Step Four: Making a Payment

While filing a return → Select *Make Payment* at the bottom of the Confirmed Return screen. From the ACTIVITY menu → Choose MAKE PAYMENT. Select a payment method from ACH Debit, Check, or ACH Credit.

ACH **Debit** authorizes Maine Revenue Services to initiate an electronic transfer of funds for the tax due. You will be required to provide routing information and authorize payment. The settlement date can be in the future, but not after the return due date.

ACH **Credit** requires you to contact your bank to send funds electronically to the State of Maine bank account. Pre-registration for ACH Credit is required. Additional information is available on the Maine Revenue Services EFT web page.