

Step 1 – Registration

To register, you will need your

- seven-digit sales, use, or service provider tax registration number, and
- a six-character password that you develop.

On your first visit, you will be prompted to confirm your password and provide your three digit business code and some additional information. Your e-mail address is very important as we will use this for future notifications and filing reminders.

Choose “File Return” under Select Activity to begin entering data. On the next screen enter the beginning of the period you are filing for.

Step 2 – Enter Data

- Begin entering your data in the applicable lines.

Key points to remember

- An entry on line 1 is required. If you have zero gross sales, you only need to indicate 0.00 on line 1 and hit next at the bottom of the screen.
- All entries must use the format of two decimal places (example 123.45).
- There is no need to enter data on non-applicable lines.
- If there are math errors, you will be prompted to fix them before continuing on. The next screen will show you the computed return and allow you to make any corrections before continuing.

Step 3 – Select Payment Option

Once your return is correct, the next step is to select a payment option.

- Selecting the debit method will prompt you to give us authorization to take the funds out of your bank account. With this option you can also delay when the money will be deducted from your account, but no later than the due date.
- Selecting the credit method will remind you that you must contact your bank and send us the funds. (This option requires prior authorization.)
- Selecting check will create a payment voucher for you to print out and enclose with your remittance.

Step 4 – Confirmation



After selecting your payment option, you will receive a confirmation number.

PLEASE NOTE: If you use the “Exit” button to exit the application before you reach this screen, your return will not be transmitted.

You must click “Next” to successfully file your return through the internet.

After selecting “next”, you will be able to print out a copy of this return for your files. Use your print function from your browser to print out a completed return with the confirmation number automatically printed on it.

You will be able to return to the registration screen to perform other activities such as filing another return, reprinting returns or payment vouchers, changing your password and changing your business or banking information.

How do I get help if I forget my password or cannot complete a return?

You must contact Maine Revenue Service at (207) 624-9693 weekdays between the hours of 8AM and 5PM to have your password reset. You will be asked for business identification numbers.

Frequently Asked Questions

Who can file online?

All registered retailers with Maine Revenue Services can file online including those who file consolidated returns and those who file a use tax only return.

Can I file an amended return online?

No. Only original returns can be filed online. Amended returns must be filed on paper returns.

Will I continue to receive paper returns as a reminder to file?

Timely reminders to file will be sent through e-mail. In your online registration process, you will be asked for your e-mail address. **It is important to notify us whenever your e-mail address changes to avoid undeliverable messages.** After you have successfully filed two (2) returns online we will stop sending paper returns.

**Certain taxpayers are required to file electronically and will not receive the first two paper returns.

How do I make changes to my account?

From the registration page, select “Change Business Information” from the Select Activity drop down menu or select the “Change Business Information” button at the bottom of the data entry screen.

How do I change my bank ACH information?

From the registration page, select “Change Banking Information” from the Select Activity drop down menu.

What if I have general sales or service provider tax questions?

General assistance is available weekdays by calling (207) 624-9693 between the hours of 8AM and 5PM. You can also contact us at sales.tax@maine.gov.

Maine Sales, Use & Service Provider Tax Internet Filing

In 4 Easy Steps

- Registration
- Data Entry
- Payment Option
- Confirmation

<http://www.maine.gov/revenue>



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