



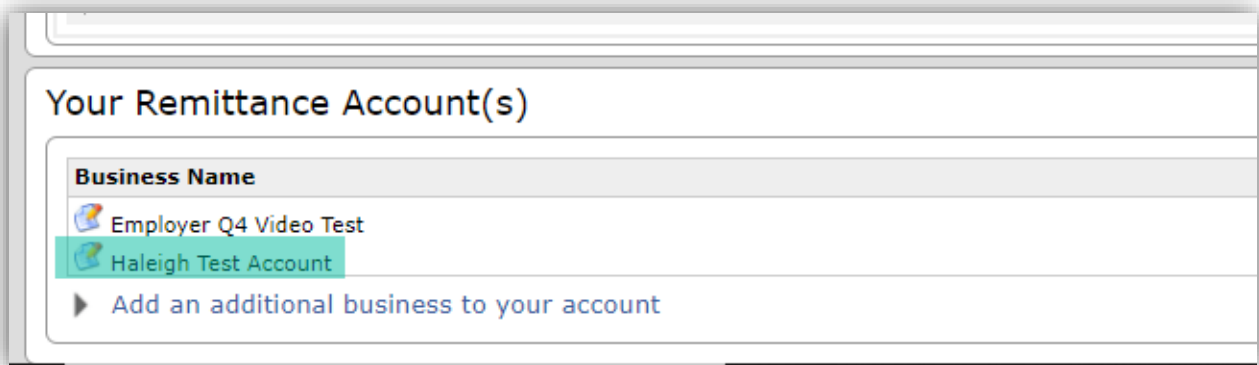
## How to Make and Use Prepayments

### Prepayment FAQ's:

- Prepayments can be made at any time.
- You can choose the amount you want to pay.
- When you open your tax form for the first time, the prepayment box defaults to the full amount of prepayments you have available.
- You can edit the prepayment amount you want to use in the prepayment pop up box.
- If the amount of prepayments you are using results in a negative amount due, the form will pop up with the following error message:
  - “Prepayments cannot be used to reduce the amount due below \$0. Please adjust the amount of prepayments applied to this form.”
  - Please change the amount of prepayments to use so the total due on the form is greater than or equal to \$0.
- If you need to request a refund on a prepayment made amount, please email the City of Eugene at CSI Payroll Tax Help [CSpayrolltaxHELP@eugene-or.gov](mailto:CSpayrolltaxHELP@eugene-or.gov)

### How to Make a Prepayment

- You can make a prepayment from your business center.
- You do not need to ask the City to assign you a prepayment workflow.
- From your business center, go to the Your Remittance Account(s) section.
- Click into the business you want to make a prepayment on.



- There is a “Make a Prepayment” header.
- The options for what prepayments you can make (employer, employee, self-employed) is based off of the tax forms you are required to file.



Basic info

**Business Name \***  
Haleigh Test Account

**DBA**  
dba

**ACCOUNT NAME OR ADDRESS CHANGE:** For changes to an account name close the existing record and apply for a new account. To close your account property or changing to a long term rental).

**USER/ LOGIN OR EMAIL ADDRESS UPDATE:** If you need to update the Six Digit Account Number and Activation Code from the "Manage Your Account" page, click here [to register a new user.](#)

**NO LONGER MANAGE THIS ACCOUNT?** To remove this user login from my account, click here [to remove this user login.](#)

Make a Prepayment

**Make a Prepayment for your Employer Tax Form**

View Prepayment Balance

**View Prepayment Balance for Employer Tax Form**

Profile

- When you click on the Make a Prepayment hyperlink, a workflow is automatically inserted.

**CITY OF EUGENE**  
Employer Prepayment  
001182  
Haleigh Test Account

Fee Required

Please enter the Employer Prepayment amount you would like to pay \*



- If you are set up to file taxes with the city, you will see the message “You are not set up for automated tax forms with the City of Eugene. Please contact the City to request automated forms.”

**Basic info**

**Business Name \***  
Haleigh Test Account

**DBA**  
dba

**ACCOUNT NAME OR ADDRESS CHANGE:** For changes to an account name or address, please complete the [Account Information](#) form, close the existing record and apply for a new account. To close your account, please e-mail [support@munirevs.com](mailto:support@munirevs.com) and include your property or changing to a long term rental).

**USER/ LOGIN OR EMAIL ADDRESS UPDATE:** If you need to update the user email that is used to log into this account please contact support@munirevs.com with your Six Digit Account Number and Activation Code from the "Manage Your Account Section" on the previous page in the Business Center to register a new user.

**NO LONGER MANAGE THIS ACCOUNT?** To remove this user login from managing this account, [Click HERE](#), and use the red "Remove" button.

**Make a Prepayment**

You are not set up for automated tax forms with the City of Eugene. Please contact the City to request automated forms.



## How to View your Prepayment Balance

- You can view your prepayment balance from your business center.
- You will go to the same Your Remittance Account(s) section.
- When you click into your account, you will see the View Prepayment Balance section.
- The logic here works the same as the make a prepayment option – you can view balances for the taxes you are required to file.
- When you click the hyperlink View Prepayment Balance on your Employer Tax Form, you will be brought to a report that displays your balance.
- The tab has a total balance at the bottom and is exportable to excel.
- The total contains both completed and pending transactions.

Business Center

Eugene > Business Center > Prepayments Balance

Export to Excel

Status	Memo	Assessment Total
Completed	Employer Prepayment Used	-100.00
Completed	Employer Prepayment Used	-25.00
Completed	Employer Prepayment Used	---
Completed	Employer Prepayment	---
Completed	Employer Prepayment Used	---
Completed	Employer Prepayment	---
Completed	Employer Prepayment Used	-25.00
Completed	Employer Prepayment	---
Completed	Employer Prepayment Used	-200.00
Completed	Employer Prepayment	---
Completed	Employer Prepayment Used	---
Completed	Employer Prepayment	100.00
Completed	Employer Prepayment Used	---
Completed	Employer Prepayment	-100.00
Completed	Employer Prepayment Used	-250.00
Completed	Employer Prepayment	---
Completed	Employer Prepayment Used	---
Completed	Employer Prepayment	1000.00
Pending	Employer Prepayment	1000.00
Pending	Employer Prepayment Used	-200.00
Pending	Employer Prepayment Used	---
<b>Total</b>		<b>1200</b>

Newer 1 Older



## How to Use a Prepayment

- On your tax form, you will have the option to apply a prepayment amount to reduce the amount due.

CITY OF EUGENE	
Employer Form	
001182 Haleigh Test Account	
Period: 02/12/2021 Due: 02/23/2021	
1	Total wages paid during the quarter
2	Quarterly tax. Multiply line 1 by 0.0021 *
3	Enter prepayments made for this quarter <a href="#">Click here to view prepayments</a>
4	Tax to pay
5	Penalty for filing or paying late (5%, then 25% after 30 days)
6	Interest for filing or paying late (6% per annum)
7	Total amount due

- The total prepayments made include only completed (paid) amounts.
- The total prepayment used include both completed (paid) and pending amounts – we include pending in case you have multiple tax forms open at once and are trying to use prepayments on both.
- In the yellow box (3A), you will enter the amount of prepayments you want to save for later which then is subtracted from the amount available for use to give the amount to apply on that form.

Prepayments		
1	Total prepayments made	1000.00
2	Total prepayments used	800.00
3	Total Prepayment available for use	200.00
3A	Amount to save for later - apply toward a future filling	50.00
4	Amount to use on this filling	150.00

Close