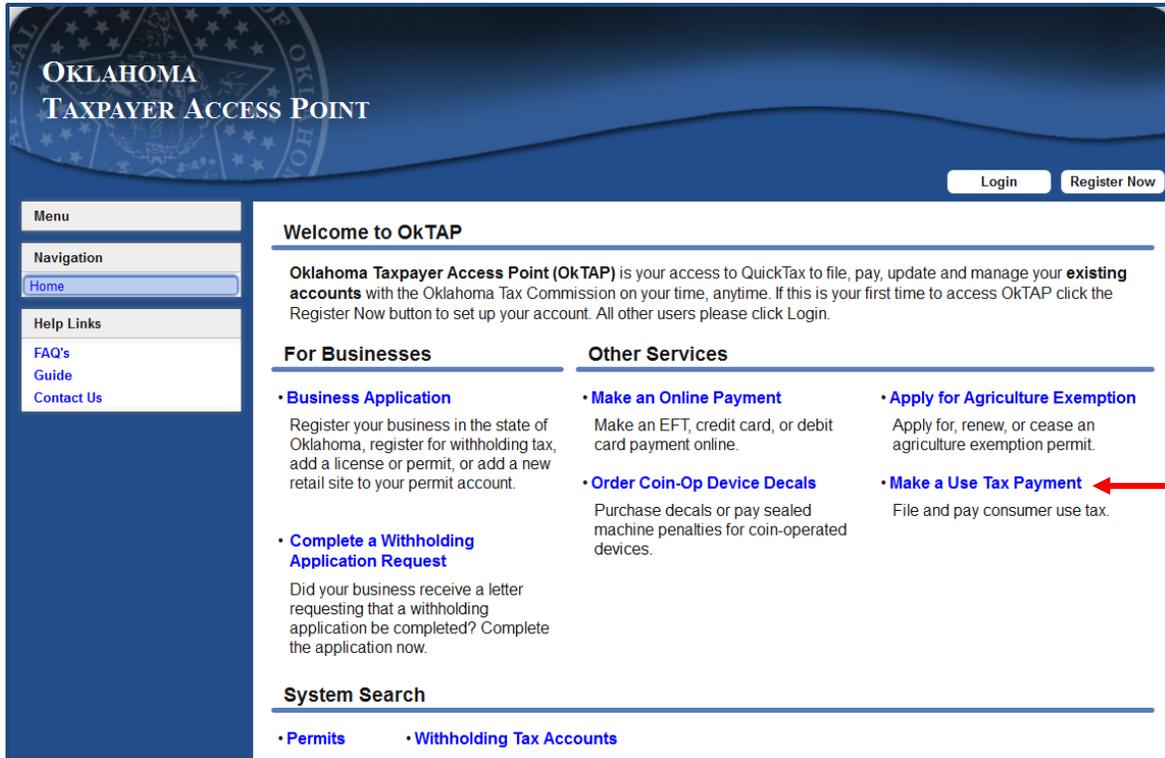


MAKE A USE TAX PAYMENT



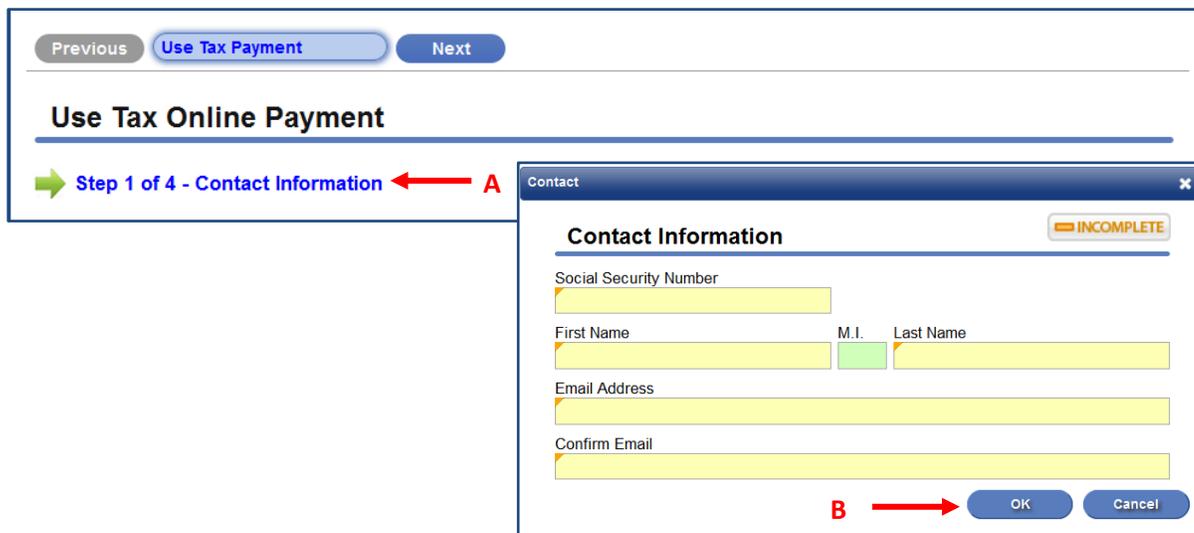
File and pay consumer use tax on OkTAP.

1. Click the **Make a Use Tax Payment** link on the OKTAP home page.



Step 1 of 4 – Contact Information:

1. Click the **Step 1 of 4 – Contact Information** link (A) to open the Contact Information window. Complete all required fields and click the **OK** button (B).



Step 2 of 4 – Mailing Address:

1. Click the **Step 2 of 4 – Mailing Address** link to open the Mailing Address window.

Previous Use Tax Payment Next

Use Tax Online Payment

Step 1 of 4 - Contact Information

SSN: ***-**-6789
Name: SAMPLE TAXPAYER
Email: sample@taxpayer.com

➔ **Step 2 of 4 - Mailing Address** ←

2. Enter your mailing address and click the **Click here to verify your mailing address** link to check the address you entered with USPS information.

Mailing Address

Mailing Address

INCOMPLETE

Street
Street 2

Unit Type Unit City

State Zip Code County

OKLAHOMA

[Click here to verify your mailing address](#) Verification Required

Were your item(s) shipped to this address?

OK Cancel

- The address you entered will be verified. Click the **Select** link for the "Verified" address that most closely matches your address. If none of the "Verified" results match your address, click the **Select** link for the "As Entered" address.

Address Search [X]

Country: USA [v] Search

Street: 2501 N LINCOLN BLVD

Street 2: []

Unit Type: [v] Unit: [] City: OKLAHOMA CITY

State: OKLAHOMA [v] Zip: 73494-0000 County: [v]

Attention: []

Click the **Select** link for the "Verified" address, containing the Zip+4, that most closely matches your address.
If none of the "Verified" results match your address, click the **Select** link for the "As Entered" address.

SELECT ADDRESS

Select	As Entered	2501 N LINCOLN BLVD OKLAHOMA CITY, OK 73494
Select	Verified	2501 N LINCOLN BLVD OKLAHOMA CITY, OK 73194-1000

- Select **Yes** or **No** from the **Were your item(s) shipped to this address?** drop-down menu.

Mailing Address [X] INCOMPLETE

Street: 2501 N LINCOLN BLVD

Street 2: []

Unit Type: [v] Unit: [] City: OKLAHOMA CITY

State: OKLAHOMA [v] Zip Code: 73194-1000 County: OKLAHOMA [v]

[Click here to verify your mailing address](#)

Were your item(s) shipped to this address? [v] OK Cancel

Step 3 of 4 – Shipping Address:

1. If your mailing address and shipping address are not the same, click the **Step 3 of 4 – Shipping Address** link to enter the shipping address. You will have to enter and verify the shipping address like you did for the mailing address.

Previous Use Tax Payment Next

Use Tax Online Payment

Step 1 of 4 - Contact Information
SSN: ***-**-6789
Name: SAMPLE TAXPAYER
Email: sample@taxpayer.com

Step 2 of 4 - Mailing Address
Street: 2501 N LINCOLN BLVD
City: OKLAHOMA CITY State: OK Zip: 73194-1000

Step 3 of 4 - Shipping Address

Step 4 of 4 – Tax Due:

1. Click the **Step 4 of 4 – Tax Due** link to open the City/County window.

Previous Use Tax Payment Next

Use Tax Online Payment

Step 1 of 4 - Contact Information
SSN: ***-**-6789
Name: SAMPLE TAXPAYER
Email: sample@taxpayer.com

Step 2 of 4 - Mailing Address
Street: 2501 N LINCOLN BLVD
City: OKLAHOMA CITY State: OK Zip: 73194-1000

Step 3 of 4 - Shipping Address
Street: 2501 N LINCOLN BLVD
City: OKLAHOMA CITY State: OK Zip: 73194-1000

Step 4 of 4 - Tax Due

2. Enter the purchase amount (A). The tax rate and tax due will be automatically calculated.
3. Click the **OK** button (B).

City/County ×

City/County Tax Rate INCOMPLETE

Based on the shipping address you provided, we were able to identify the use tax rate. Enter the amount of your purchase to compute tax due.

Purchase Amount ← **A**

City/County Code

City/County

Tax Rate

Tax Due

B →

Confirmation and Scheduling:

1. Verify the information for your payment and click the **Continue** arrow to make the payment.

Previous **Use Tax Payment** Next

Use Tax Online Payment

Step 1 of 4 - Contact Information
SSN: ***-**-6789
Name: SAMPLE TAXPAYER
Email: sample@taxpayer.com

Step 2 of 4 - Mailing Address
Street: 2501 N LINCOLN BLVD
City: OKLAHOMA CITY State: OK Zip: 73194-1000

Step 3 of 4 - Shipping Address
Street: 2501 N LINCOLN BLVD
City: OKLAHOMA CITY State: OK Zip: 73194-1000

Step 4 of 4 - Tax Due
Purchase Amount: \$1,000.00
Tax Rate: 8.375%
Tax Due: \$83.75

2. Click on the **Schedule Payment** button to be redirected to the OK.Gov Common Checkout where you will enter credit card or banking information and submit your payment.

[Previous](#) [Use Tax Payment](#) [Next](#)

Use Tax Online Payment

Clicking **Schedule Payment** will direct you to OK.Gov to complete your payment.

Use Tax Summary

SSN:	***.**-6789
Name:	SAMPLE TAXPAYER
Purchase Amount:	\$1,000.00
Tax Rate:	8.375%
Tax Due:	\$83.75

[Schedule Payment](#) ←

Once the payment is submitted on the Common Checkout, you will be directed back to the confirmation page in OkTAP. Make a note of your confirmation number for future reference.

CONFIRMATION

Thank you for your payment.

Payment Date: **September 18, 2013**
Confirmation Number: **0-729-710-592**

Your Consumer Use Tax payment for \$83.75 has been submitted successfully.

Processing payments can take up to 3 business days. If you have additional questions about this payment, please contact the Oklahoma Tax Commission at (405) 521-3160.

[Click here](#) to print this confirmation page for your records.

Sincerely,

Oklahoma Tax Commission
Taxpayer Assistance Division