

Record WA DOR payment (Sales + Excise Tax) within QuickBooks Online

- 1. Click on **taxes** on the left side of your screen
- 2. Click on the blue box that says **record tax payment** (note: you may need to change the date range to previous year)
- 3. Click on make adjustment
- 4. The tax payment should auto populate based on the data in QuickBooks.
- 5. Enter an adjustment, this is the difference between your sales tax liability in QuickBooks (for the given period) and the amount of the payment you made. This should be equal to your B & O amount due but may not be if you set up your sales tax rates incorrectly.
- 6. The calculated total payment should equal the amount you paid to the DOR. If it does not, please correct your adjustment.



Record WA DOR payment (Sales + Excise Tax) within QuickBooks Online

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2. Click on the blue box that says **record tax payment** (note: you may need to change the date range to previous year)



3. Click on make adjustment

Bank Account	Checking				
Payment To			-		
*Payment Date	01/02/2019	٠			
Tax Period Ending	12/31/2018	•			
Tax Payment	0.00	(Make Adjustment	What is this?	
Total Payment	\$0.00				
Notes	enter notes				
	Print a check				
This na	vment will be applied to th	he accrued s	ales tax for this agen	cv.	

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184 (O.224 - 13)	
Tax Payment	0.00

 Enter an adjustment, this is the difference between your sales tax liability in QuickBooks (for the given period) and the amount of the payment you made. This should be equal to your B & O amount due but may not be if you set up your sales tax rates incorrectly.

Adjustment	0.00	enter reason	Start Typing	*
	Ex: 100.00,-100.00		Help me choose	

6. The calculated total payment should equal the amount you paid to the DOR. If it does not, please correct your adjustment.

Total Payment \$0.00

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