

# NEW YORK STATE DUE PAYMENT INSTRUCTIONS

## There are two ways to pay the due amount

- 1) Bank account
- 2) credit card

## The below process is for due payment using bank account

**Step 1:** Click on the below link

<https://www8.tax.ny.gov/OSIN/osinHome>

**Step 2:** Enter the code shown in the image and press on continue.

The screenshot shows the New York State Department of Taxation and Finance website. The top navigation bar includes the state logo and links for Services, News, Government, and COVID-19. Below this is a dark green header with 'Department of Taxation and Finance' and links for Support and Contact us. The main content area is titled 'Individual Account Creation' and 'Security Check'. It instructs the user to enter the security code displayed below and then select 'Continue'. A security code '510666' is shown in a yellow box. Below the code is a text input field with the label 'Enter the security code displayed above: \*'. A 'Continue' button is located below the input field. The footer contains links for Accessibility, Disclaimer, Privacy, Security, Terms and Conditions, and Email/Phishing.

### Step 3: Enter SSN and Select option “no” for the given question.

Have you received a five-digit PIN from the New York State Tax Department?


## Department of Taxation and Finance

Home


### Individual Account Creation


#### Verification Type

Complete the following information and then select **Continue**.

\* Required fields  - Select to learn more about a particular field

#### Taxpayer information

Social Security number (SSN): \*  

Have you received a five-digit PIN from the New York State Tax Department? \* Yes  No  

[Continue](#)


### Step 4: Enter Taxpayer first name, middle name, Last name, (Don't select suffix option)

Social Security number (SSN): XXX-XX-████

Taxpayer first name: \*

Taxpayer middle initial:

Taxpayer last name: \*

Suffix:  

## In Filer Information,

1. Select **I have filed a New York State income tax return**
2. Enter Tax Year Previously which year you filed return
3. Enter Taxable income reported in selected tax year return

**Filer information**

Please choose **one** of the options below and fill in corresponding information: \*

I have filed a New York State income tax return (Form IT-201 or IT-203) for at least one of the past five years

Tax year you filed a return: \* 2021

Taxable income reported on your return (\$): \* .00

Did you request a refund on your return? \* Yes  No

Requested refund amount (\$): \* .00

I have a bill (assessment)

None of the above

Back Continue

4. Select refund or owe for the selected tax year return and enter the amount

Click on Continue after filling the information

## Step 5: Check the details and Click on I agree and submit

### Individual Account Creation

#### Taxpayer Information

Complete the following information and then select **Continue**.

\* Required fields - Select to learn more about a particular field

#### Taxpayer details

Social Security number (SSN): XXX-XX-██████

Taxpayer name: ██████████

#### eSignature

By checking the "I agree" check box and selecting **Submit**, I certify that I am the individual for whom the account is being created, that all information provided is true and correct, and that I agree to the [terms and conditions](#) for using the Online Services.

\* I agree

Back Submit Cancel

**Step 6:** Enter your Mail id, Phone number, Enter User name and password to create an account. After entering the details Click on submit.

## NY.gov ID Account Creation for Tax and Finance

### Login Information

Complete the following information and then select **Submit** to finish creating your Online Services account. See [terms of service](#).

\* Required fields      ? - Select to learn more about a particular field

My Information	
First name:	██████
Last name:	██████
E-mail address: *	<input type="text"/>
Confirm e-mail address: *	<input type="text"/>
Phone number: *	<input type="text"/> ?


  

Login Information	
Username: *	<input type="text"/> ?
Password: *	<input type="password"/> ?
Confirm password: *	<input type="password"/>

**Step 7:** Click on the below link

<https://my.ny.gov/LoginV4/login.xhtml?APP=nyappdtf>

And login

 **NY.GOV ID**  
Secure Access to New York State Services

Username

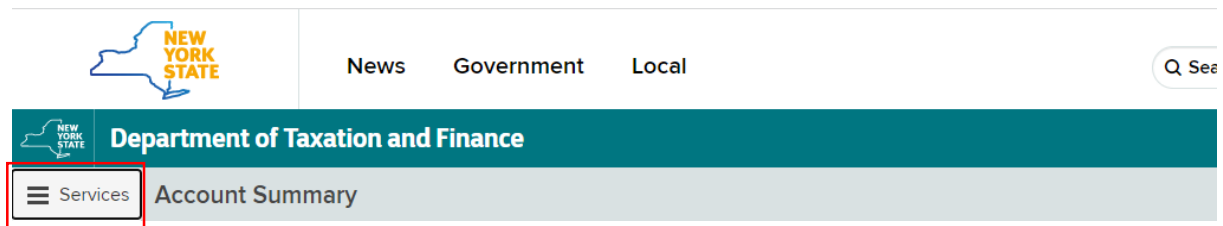
Password

[Forgot Username?](#) or [Forgot Password?](#)

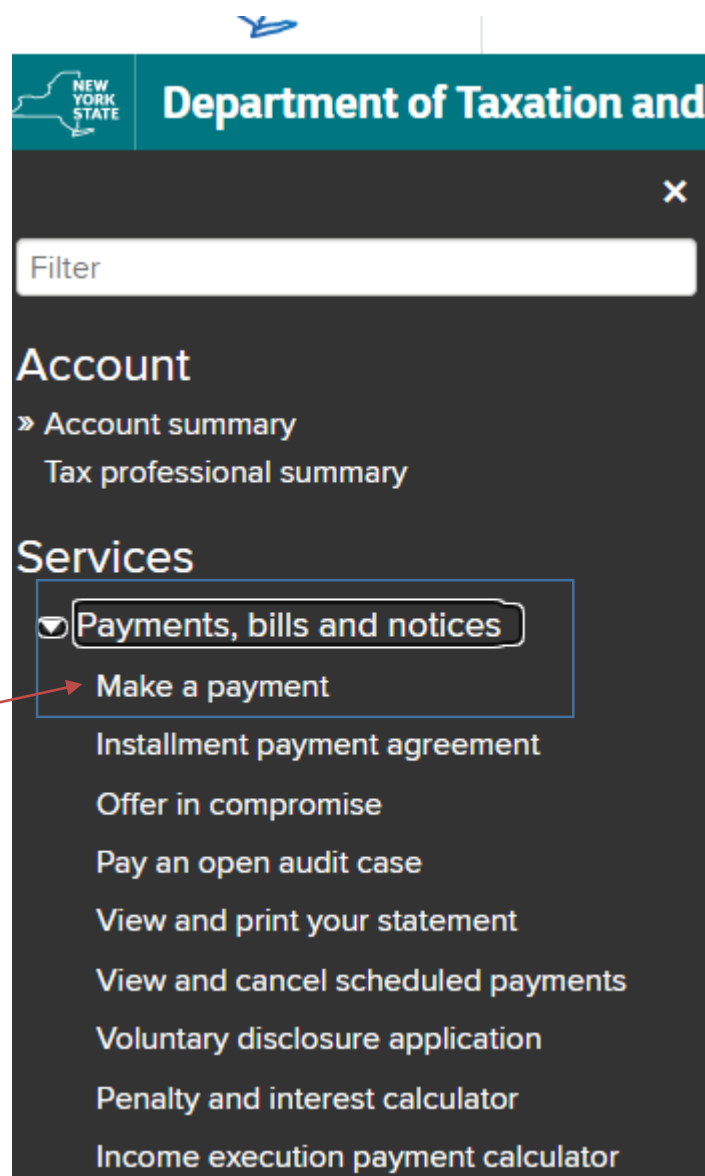
[Create an Account](#)

Need help? [Get Assistance](#)

## Step 8: Click on Services tab



Next click on **Payments, Bills and notices >>Make a Payment**



## Step 9: Select Pay my return and click on continue.

### Make a Different Payment

Choose a payment type and select **Continue**.

\* Required field

Select payment type

I want to: \* **Pay my return** ▼

Back Continue

## Step 10: Select the tax year and payment amount.

### Tax Return Payment

Complete the following information and select **Continue**.

\* Required field

🔗 Select to learn more about a particular field

Filing and payment details

Tax year: \* [-----] ▼

Payment amount (\$) \* [xxxx,00] ?

Back Continue

# Step 11: Select payment method as pay from bank account.

## Select Your Payment Method

Select your payment method below.

### Pay from bank account

By selecting **Pay from Bank Account**, the amount due will be paid with a direct debit from a checking or savings account. Please be authorized in this transaction. Monitor the bank account to verify that the payment is successful.

**Pay from Bank Account**

### Pay by credit card or debit card

By selecting **Pay by Card**, the cardholder can pay the amount due by MasterCard, Visa, American Express, or Discover Card. The service provider to cover the cost of providing this service. No part of the convenience fee goes to New York State. The payment is two separate charges on the cardholder statement.

Convenience fee (\$): **0.02**

**Pay by Card**

# Step 12: Enter the below bank details and continue with further payment process.

Provide bank information below. If the bank recently changed its name, check with the bank to verify the routing number is correct. We may charge a \$50 fee, in addition to any late penalties and interest, if the bank dishonors the payment.

### Accounts outside the United States

We **cannot** accept electronic payments from bank accounts outside the United States (U.S.), even if the bank has branches or offices within the U.S. If the source of funds for the payment is located outside the U.S., payment must be made by check or money order.

### Debit block information

For important information about debit blocks, see [instructions](#).

\* Required field

? Select to learn more about a particular field

### Choose bank account

Enter new bank account

JOHN H. SMITH  
2 Church Street  
Albany, NY 12201

Date: 1001

Pay to the order of:

Routing Number:  Account Number:  Dollars

For:  1001

123456789 00123456 1001

Bank routing number: \*  ?

Bank name:

Bank account number: \*  ?

Confirm bank account number: \*

Account type: \*  ?

Account holder: \*  ?

Save bank account  ?

Activate Windows  
Go to Settings to activate Windows.

Bank account number: \*  ?

Confirm bank account number: \*

Account type: \* **Select account type** v ?

Account holder: \*  ?

Save bank account  ?

Account description:  ?

**Payment summary**

Payment for: **Return payment**

Due date: **04/15/2024**

Payment date: \*  ?

Amount due (\$): **1.00**

Payment amount (\$): **1.00**



# The below process is for due payment using Credit Card.

**Step 1:** Follow the above process until the payment method. And select pay by card.

## Select Your Payment Method

Select your payment method below.

### Pay from bank account

By selecting **Pay from Bank Account**, the amount due will be paid with a direct debit from a checking or savings account. Please ensure you are authorized in this transaction. Monitor the bank account to verify that the payment is successful.

**Pay from Bank Account**

### Pay by credit card or debit card

By selecting **Pay by Card**, the cardholder can pay the amount due by MasterCard, Visa, American Express, or Discover Card. There is a convenience fee charged by the service provider to cover the cost of providing this service. No part of the convenience fee goes to New York State. The payment will appear as two separate charges on the cardholder statement.

Convenience fee (\$): **0.02**

**Pay by Card**

**Step 2:** Enter the below card details and continue with further payment process.

## Credit Card Information

Provide the card information below. Read the terms and conditions and check the I accept box. The transaction is not final until you submit the information on the Review and Verify page and receive a confirmation back from us.

- \* Required field
- 🔗 Select to learn more about a particular field

### Card information

Name as it appears on card: \*

Card number: \*

Expiration month/year:

Security code: \*  ?

ZIP/postal code of billing address: \*

Payment amount (\$): **1.00**

Convenience fee (\$): **0.02**

### Terms and conditions for this card transaction

For your convenience, the New York State Department of Taxation and Finance ("DTF"), through a card services provider, Wells Fargo, offers the option of paying taxes online via credit or debit card payment. Wells Fargo charges a convenience fee to make this payment service available. **The card payment fee is 2.20% of the principal tax payment amount. The fee is in addition to the amount of the tax payment, and is non-refundable.** DTF does not impose or collect this card payment convenience fee nor does it receive any personal card information such as card number, security codes or account status. The card payment fee will appear as a separate line item on the card statement. If the tax payment is not successfully processed or is not accepted, for any reason, the taxpayer will still be liable to make the tax payment and may be subject to any applicable penalties and interest charges, all of which remain the taxpayer's responsibility.

By checking the box next to "I accept" and selecting **Continue**, you signify the card holder's understanding of, and agreement to, these payment terms, and acknowledge the account holder's obligation (upon final submission of the transaction) to make a tax payment to DTF and to pay the card payment convenience fee. You will next be required to review and verify the transaction details you have provided, and select **Submit** to complete the payment transaction.

\* I accept

**Continue**

