





Pre-Paying Taxes

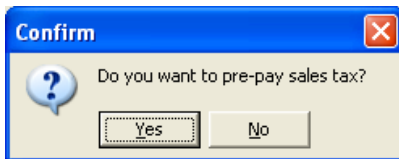
VERY IMPORTANT NOTES

- You cannot pre-pay taxes on a CVR transaction manually by check. If this is done, you will need to apply for a credit to re-coup the funds for the check.
- If you pre-pay taxes and later find out the tax amounts have changed, you will need to apply for a tax amendment for the respective tax return number.
- If you pre-pay taxes and a day later the transaction needs to be backed out, you will need to apply for a credit to re-coup the funds.

You should only back out a deal if: the VIN/Delivery Date/Plate Information needs to be changed, or if it's a dead deal. All other routine corrections/changes DO NOT require a backout!

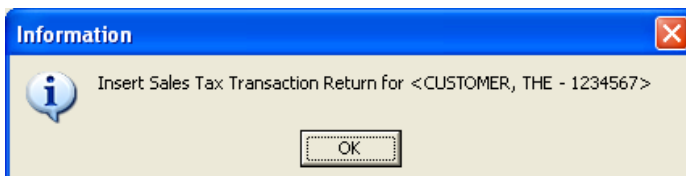
- Go to the  **Tab** from the left sliding menus.
- Select the  **Icon**.
- Highlight the deal** you want to pre-pay taxes on.
- Then, select the  **Open Icon** to open the deal. **Review all information in the transaction before going to the next step.**

- At the top of the screen select the  **Pay Tax Icon**.
- A window will appear:



- Select **"Yes"** to **Pre-Pay the Sales Tax**.
- Select **"No"** to **Cancel the Pre-Paying of Sales Tax**.

- When you select **"Yes"** a window will appear prompting you if you have the appropriate tax form set to be printed in your configuration:



- Enter the Sales Tax Transaction Return for the deal indicated into your printer and then select **"OK"**.
- This will effectively pay your Sales Tax via EFT.** If there was an error in the printing process, please reference documentation on how to reprint your relevant tax form (ST-556 / RUT-25 / RUT-50).