How to file a sales and use tax return by Internet

What you will need

To file your sales and use tax returns on the Internet, you will need:
Your seven-digit Minnesota tax ID number
Your personal password
Gross receipts
General rate taxable sales
Total taxable purchases for which use tax is due
Taxable totals for other sales and use tax types for which you are registered (local taxes, etc.)

1. Go to www.taxes.state.mn.us and click on e-File Minnesota or go to Login to new e-services directly.

2. Follow the instructions for New User if this is your first time to use e-Services.

3. Access the sales and use account.
4. Unfiled overdue and current periods appear in the "Attention Needed" group tab.
5. Click the "File Now" link for the period you wish to file.
6. If there are any payments or credits associated with this period, a "View Payments & Credits" link will appear and an amount will show. Click the link to see more detail about the payments and credits applicable for the period. Due to timing issues, recent payments may not appear here.
7. Click the link "Enter Gross Receipts."
8. Enter the appropriate amount in the "Gross Receipts" column and click "OK." A green check mark will appear next to "Enter Gross Receipts" if the system determines there are no problems.
9. Click "Enter Tax Inputs."
10. Enter the taxable amounts as appropriate in the "Amount" column. For tax lines 210, 215 and 606, you will also need to enter an amount in the "Tax Due" column. In some circumstances, a data entry field will turn red. This indicates that there may be a problem with the data in that field. Hover your mouse over the red field to display an error message. Some error messages relate only to the field you are entering. Other error messages convey that there is an issue between the amount in the field that turned red and the amount in another field. For example, if your Minneapolis sales amount is greater than your Hennepin County sales amount, your error message will read "Error [Hennepin Cty < Mpls]."
11. Click "OK" when you are done entering your tax inputs. A green check mark will appear next to "Enter Tax Inputs" if the system determines there are no problems. Note: If the taxable sales reported in the "Enter Tax Inputs" screen for the location is greater than the "Gross Receipts" amount entered earlier for the location, the green check mark next to "Gross Receipts" will change back to a red "X" after you click "OK" for the "Tax Inputs" screen. In order to submit the return, you need to either increase the gross receipts or decrease the amount of taxable sales. To return to the data entry screen for either section, click on the link for that section. When this problem is resolved, both links will have green check marks. Other error messages (for example, Minneapolis sales are greater than Hennepin County sales) do not have to be resolved for a green check mark. However, you will need to select a check box acknowledging you are aware of the error messages and wish to continue with your submission.
12. The e-Services screen displays projected amounts for tax, penalty and interest. For some taxpayers, a required estimate amount will also be shown. Penalty and interest amounts shown are projected based on information available online and presumes you pay the

same day. Actual penalty and interest will be assessed when the return is processed, and amounts due will be billed. After the return has been processed, the amounts shown on the e-Services "Periods" tabs will be updated.

13. Click "Submit" button on the left side of the screen if the return amounts are correct and both "Enter Gross Receipts" and "Enter Tax Inputs" show green check marks. If they do not, you will receive this error message: "Errors still exist on this document. Please correct all errors before submitting the request." You will not be able to submit the return until these errors are resolved.
14. The return confirmationscreen will appear after submitting the return. It contains the confirmation information and number for the return you just filed. You may want to print this screen.
15. Click "Make a Payment" if you wish to make an electronic payment for this return or click "OK" if you are not making the payment at the same time. If you make a payment, you will need to complete the bank information. The payment date will pre-fill with today's date but can be changed it to a future date. The amount field will pre-fill with the amount previously computed for this return. But, you can edit this field to show a different amount.
16. Click "Submit" button at the bottom of the screen after you are done entering your payment information.
    The payment confirmation screen will appear. It contains confirmation information including the payment confirmation number. This is a different confirmation number from the return. You may also want to print this screen.
17. Click "Print Return" if you want a copy of the detailed information showing the gross receipts and tax line information for the original return you just filed. The "Print Return" button creates a pdf file which can be saved or printed. The first page is a summary of all locations and subsequent pages show detailed information for each location.