

Motor Vehicle and Watercraft Electronic Sales Tax Remittance

The Treasurer of State has created this online tool for County Clerks of Court to electronically file and remit the weekly collection of sales and use tax resulting from the titling of motor vehicles, watercraft, and outboard motors.

The report must be filed with the Treasurer of State by the Friday after the end of the reporting week. Deposit cut-off time is 3:00 p.m. Eastern Time. Any payments made after 3:00 p.m. ET will be processed the next banking day.

Begin Online Payment

Run the weekly sales tax remittance report **STaxRmit.rdf**. Be sure to have your bank routing number and account number available. Click on "Resources" then 'Motor Vehicle & Watercraft' and then 'Make Payment'

Login

Select your county name from the drop-down box. Click 'Continue'.

Paying County Information

The first time you log on, you will need to complete some basic information about your office. For the contact person, please enter the person responsible for filing the report. Check each 'Save as new' box (by clicking on it) to save the information. In the future, only changes need to be entered and saved as new. You must always check the 'Authorization' box. Click 'Continue'.

Remittance Entry

Enter the date (MM/DD/YYYY) of the Sunday that begins the week of the report you are filing. You may click on the calendar icon to select the date instead of keying it in. The Saturday week ending date will be calculated automatically.

From the StaxRmit.rdf report, look for the 8 breakdowns of MOTOR and WATER located on the last page at the bottom right.

These items are entered in the same order and format on the screen. The Subtotal and Total of each column and the Total Remittance (gray lines) will be calculated for you as you use the 'Tab' key to move from box to box. If you have adjustments due to bad checks or forfeiture of poundage, see the Adjustment Entry or Forfeiture Entry sections below. Review your entry in each box for accuracy. Click the 'Get Totals' button to preview the totals for your remittance. When you're ready to submit your remittance, check the box under Total Remittance to acknowledge the amount to be paid. Click 'Continue'.

Payment Banking Information

Select the type of account from which the funds will be withdrawn; checking or savings. Enter the bank routing number and account number. Scroll down to enter the bank account number a second time for confirmation. Click 'Continue'.

Payment Verification

Carefully review the payment information you entered. This is the last opportunity to make changes. Select an option to 'Change Payment Information' or 'Submit Payment Request'. To avoid duplicate payments being taken from your bank account, click the Submit button only once (or press Enter only once). Once the payment has been submitted, you will see a printable confirmation page.

Adjustment Entry

Use the Adjustment boxes to add or deduct an adjustment on the report. Adjustments should be entered in the motor vehicle column, even if the payment applies to a watercraft purchase. There may not be sufficient tax in the watercraft column to offset a deduction. To report a returned check, the entry will be negative, so enter a minus sign (-) before the amount. To report a recovery for a previously deducted bad check, the amount will be positive. The totals will be calculated for you. Enter an explanation for the adjustment (e.g. Bad Check. J. Smith).

Forfeiture Entry

Use the Forfeiture boxes only if you have been instructed by the Department of Taxation to forfeit the poundage from a previous report due to late filing. Enter the amount for motor vehicle and watercraft poundage accordingly for poundage for your county, not the poundage for other counties. The Totals will be calculated for you. Select the date of the ending Saturday (MM/DD/YYYY) of the week of the report for which the poundage is being forfeited. You may click on the calendar icon to select the date instead of keying in the date.