

Printing Returns and Payment Vouchers:

Completed returns are printed from the **Activity** page by selecting **Reprint Return**.

Payment vouchers are printed after completing a return by selecting **Make Payment** and selecting Check Method or from the **Activity** page by selecting **Reprint Payment Voucher**.

You will need to select the period start date when reprinting a return or payment voucher.

What if I discover a mistake on a return after it has been submitted?

An amended return must be filed to report the corrected tax liability. The return can be filed online by selecting **File Amended Return** on the **Activity** page and should be completed as if the original return had not been filed. Enter the amount paid with the original return as a “Credit Carry Forward from a Prior Period”. You must select a reason for the amendment. If additional amounts are due, select **Make Payment** at the bottom of the Confirmed Amended Sales Tax Return.

How do I update my information?

From the **Activity** page, you can update:

Business or Contact Information

Use this area to update information about your business including the business name, address, owner, and primary contact information. You can also use this area to add an alternate contact and add a physical address. Fields with an asterisk (*) are required fields. When you are finished entering your information, Select **Save Changes**.

Banking Information

Changes made to banking information take effect the next time a payment option is confirmed. ACH Debit information can be updated when filing a return or by choosing Change Banking Information from the **Activity** page. Select **Next**, which will take you to the **Activity** page.

Password

From the **Activity** page, choose **Change Password**. You will need to enter your old password and create a new password. Select **Submit** to save your password.

Other Options from the Activity page

- File an Amended Return
- View Transaction History
- Reprint Return
- Reprint Payment Voucher
- Modify Return Payment (If you selected to make payment via check method, you can modify to ACH Debit method)

IMPORTANT INFORMATION ABOUT FILING YOUR TAX RETURN

When are returns filed?

Filing frequencies are based on a retailer’s annual tax liability. New retailers estimate this amount on their registration application. The initial filing frequency that was selected on the registration application is pre-printed on the enclosed Retailer Certificate.

Tax returns are due the *15th of the month* following the reporting period. Returns are required to cover all periods from the business start date indicated on the registration application.

A return is required for every period an account is open, even if there is no activity to report.

Example: A retailer applied for a sales tax registration with a business start date of January 1 and monthly filing. The actual date the business opened was May 1. The retailer is required to file returns for January-April, reporting monthly gross sales of \$0.00.


		Based on filing frequency, when is the return due? Returns are due no later than the 15th of the month.			
		Monthly/Seasonal	Quarterly	Semiannual	Annual
When did the activity occur?	January	February	April	July	January
	February	March			
	March	April			
	April	May	July		
	May	June			
	June	July			
	July	August	October	January	
	August	September			
	September	October			
	October	November	January		
	November	December			
	December	January			

Where are returns filed?

Maine Revenue Services (MRS) requires electronic filing of sales, use, and service provider tax returns. Returns can be filed over the internet which also allows electronic payments or payment by check. If you do not have internet access, contact Maine Revenue Service at (207) 624-9693 to request a waiver application.

Getting Started:

Helpful Hints for Using I-File

- The blue  icons. Click on these icons at any time for context-specific help.
- Special instructions within the entry boxes. For example, within the phone number field, you will see (e.g. 2071231234), the telephone number must be entered without spaces, dashes, or brackets.
- Action buttons (*next*, *confirm*, *cancel*, etc.) are always at the bottom of the screen.
- Warning messages are always at the top of the screen. Example: **Password is required* means a password must be entered to continue.

Step One: New User Orientation

MRS strongly recommends all new users take a few minutes to register and become familiar with I-File before filing their first return. Go to <https://portal.maine.gov/salestax/> to begin at the **Welcome** page.

Check out the *Important Information* link. The window that opens contains information about available I-File activities and payment methods.

Click **Register** at the bottom of the page to continue to the **Registration** page. To get started, you will need:

- Your nine-digit EIN or SSN.
- Your seven-digit registration number for your sales, use, or service provider tax account.
- You will need to create a password with a minimum of 12 characters and a maximum of 32 characters. The password must contain at least one uppercase, and lowercase letter, at least one numeric character and at least one special character. All passwords are case sensitive. Special Characters Allowed: "# \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { | } ~
- Your three-digit business code, found on your retailer certificate.
- Your contact information, including name, phone number, and email address. The email address is used for future notifications and filing reminders.

Step Two: Registration

On the **Registration** page, enter the EIN or SSN, Registration Number, three-digit Business Code, Email address, and Password that you create. Select “*Next*” to continue to the **Change Business Information** page. Enter the following:

- Company Name
- Owner Name
- Mailing Address
- Physical Address (if different from Mailing Address)
- Primary Contact Name
- Primary Contact Phone Number
- Primary Contact Email Address

Select **Save Changes** at the bottom of the page. You are now ready to file your first return!

Step Three: Filing a Return

On the **Activity** page, choose **file original return**. Click **Next**. Select the filing period start date from the drop-down list. This is the first day of the reporting period. Click **File Return** to go to the **Enter Data** page.

- After entering your sales data, click **Next** to calculate the amount of tax due.
- Choose **Change Return** if the values on the return are not correct.
- Choose **Confirm** to go to a Confirmed Return if the amounts are correct.
- Note the confirmation number at the top of the return.

Step Four: Making a Payment

While filing a return → Select **Make Payment** at the bottom of the **Confirmed Return** page. From the **Activity** menu → Choose **Make Payment**. Select a payment method from ACH Debit or Check.

ACH **Debit** authorizes Maine Revenue Services to initiate an electronic transfer of funds for the tax due. You will be required to provide routing information and authorize payment. The settlement date can be in the future, but not after the return due date.

When paying by **check**, be sure to print a Payment Voucher to mail with your check to ensure the payment is posted to the correct account and period.