Philly Bev Tax
Website Instructions

Section 3:
File and Pay your taxes
File your taxes for your most recent Filing Period

Step 1
- Start at your dashboard
- Select File & Pay

![Dashboard](image1)

Step 2
- Enter your return information in each box.
- See your updated Balance Due in the top right box.
- Check the box certifying your return is correct.
- Select File & Proceed to Payment

![Philadelphia Beverage Tax Account](image2)
Step 3
- To Download a PDF of your return, select Download Return
- To Amend your return, select Amend Return
- To pay your balance due, select Pay Now

Step 4
- You will be redirected to the Phila.gov payment center
- Enter your Email Address
- Confirm your Email Address
- Select Pay Now
Step 5

- Select your payment type and select Continue
- Do not use your browser’s Back button. Instead, navigate using the buttons at the bottom of the page.

Step 6

- Read the Official Payments Terms and Conditions
- Select Accept
Step 7

- Enter your Payer Information
- Choose your Payment Options
- Select Continue
Step 8

- Review the information you provided and select “Submit” to authorize payment of the “Total Payment” amount displayed.
- Select Edit to correct any of the information displayed.
- Only partial credit card information is displayed.
- You will receive a printable digital receipt with a confirmation number and an email confirmation once your payment is authorized.
- Select Submit.

Step 9

- Print or write down your payment confirmation number for your records.
- Select Continue.
- You’re finished!
File your taxes for another Filing Period

Step 1

- Start at your dashboard
- Select Account History

Step 2

- Select the Filing Period you want to file for
- Select File & Pay
Step 3

- Enter your return information in each box.
- See your updated Balance Due in the top right box.
- Check the box certifying your return is correct.
- Select File & Proceed to Payment

Step 4

- To Download a PDF of your return, select Download Return
- To Amend your return, select Amend Return
- To pay your balance due, select Pay Now

Step 5

- You will be redirected to the Phila.gov payment center
- See pages 3 through 6 of this guide for more information about the payment process.