

# Using eCheck to pay City taxes on the eFile/ePay portal

Philadelphia taxpayers can use eCheck to pay City taxes online. It's free, fast and convenient. Below are step-by-step instructions on how to use eCheck on the Department of Revenue's [eFile/ePay portal](#).

To start, you will need your:

- City **Tax Account Number**,
- **PIN**, and
- Bank **account and routing numbers**.

Don't have a Tax Account Number or PIN? Register for them on the eFile/ePay portal by selecting "Register for a Philadelphia Tax Account Number" under the "Submit" button.

1. Go to the eFile/ePay portal, <https://ework.phila.gov/revenue/>. This is the start page:

2. Select "Make an Electronic Payment" (*ignore "Please Log-In to file a return" box on right side of screen*).
3. Enter your seven-digit City Tax Account Number and PIN (*not your ACH Debit password*).
4. Select Acct type, Acct ID, Tax Year, and Period from drop down boxes.
5. Enter the amount you owe.
6. Select "Make Payment."

7. Enter your email address twice (you will receive a payment confirmation)
8. Select "Pay Now."
9. Check payment amount. If incorrect, it can be changed on this page.
- 10. Select E-Check from payment options.** Select "Continue."
11. Select "Accept."
12. Enter or amend required information (identified with red asterisk).
13. Select Account Type from drop-down box.
14. Enter your bank account and routing numbers twice.
15. Select "Continue."
16. If any information on this page is incorrect, select "Edit." If information is correct, select "Submit" only once (clicking more than once may cause multiple payments).
17. Print confirmation page for your records.