

# State Agencies Form 10 Filing and Payment Method

*This guidance document is advisory in nature but is binding on the Nebraska Department of Revenue (DOR) until amended. A guidance document does not include internal procedural documents that only affect the internal operations of DOR and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.*

*This guidance document may change with updated information or added examples. DOR recommends you do not print this document. Instead, [sign up for the subscription service](#) at [revenue.nebraska.gov](http://revenue.nebraska.gov) to get updates on your topics of interest.*

All State Agencies are encouraged to e-file their Form 10 because it is the most efficient and economical way to file.

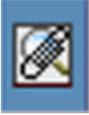
## **How to E-file:**

1. Open the Nebraska Department of Revenue's website: [www.revenue.ne.gov](http://www.revenue.ne.gov) .
2. Click on "For Businesses – File Your Return".
3. Click on "Click here to file your Nebraska and Local Sales and Use Tax Return, Form 10, online".
4. Enter your User ID and PIN.
  - Your User ID is your Nebraska ID Number.
  - Your PIN is the 5 digit number located above your location name on your Form 10.
5. Click on "Login now" and follow the instructions to complete your Form 10.

## **How to E-pay:**

- 1. After e-filing the Form 10, please click on the "Pay by check or money order" option even though you are paying by Journal Entry.**
2. Save a copy of the Payment Voucher, Form 10-V, to a drive or folder location where you wish to store it for attachment purposes.
3. Prepare, approve, and post the Journal Entry document in EnterpriseOne (E1), formerly known as Nebraska Information System or NIS - <http://edge.ne.gov/> .
4. Attach the Payment Voucher, Form 10-V, pdf file to the Journal Entry using the following steps for attaching a file to a Journal Entry in E1:
  - a. Click on the Accounting link.
  - b. Click on the Manage Journal Entries link.
  - c. Click on the Enter Manual Journal Entries link.
  - d. Click on the Journal Entries with Debit/Credit Format link.
  - e. Type in the Batch Number of the JE you have created, and click on "Find".
  - f. Select the row of the document you will be attaching the Form 10-V to.
  - g. Click on "Row-->Attachments".
    - This will bring up the Media Object Viewer.
  - h. Click on the "File" button on the toolbar.
  - i. Click on the radio button "Select Local File".
  - j. Click on the "Browse" button to find the file that you are attaching and click on "Open."
  - k. Click on "Add" on the toolbar.
    - The document will be displayed in the Media Object Viewer.
    - If there are multiple files you are attaching, follow the same steps above.
  - l. To save what you have done, click on "Save" on the toolbar.
  - m. To view other attachments, click on the icons on the left of the Media Object Viewer.
  - n. If you need to add comments regarding the document, click on "Text" on the toolbar and type in your comments.
    - You may receive a message to install a file – if this happens, accept the installation.

## To find out if a JE has an attachment:

- Click on the General Accounting link.
- Click on the Manage Journal Entries link.
- Click on the Enter Manual Journal Entries link.
- Click on the Journal Entries with Debit/Credit Format link.
- Type in the Batch Number of the JE you are viewing, and click on “Find.”
- Click on the button you see  here:

- If a JE has an attachment, you will see the icon shown in the same column as the above button.
- To view the attachments, click on the paper clip icon: 

**An email must be sent to [rev.acct@nebraska.gov](mailto:rev.acct@nebraska.gov) with Tax Payment in the subject line and include the batch number of your Journal Entry payment.**

Department of Revenue Finance personnel will process a JE to clear the payment from the balance sheet business unit .object code and apply the payment to the appropriate income statement business unit .object code for the type of tax being paid. The payment amount will be applied to your tax account. Do not attempt to adjust the balance sheet business unit .object code without contacting the Department of Revenue Finance personnel.

If your Agency does not want to attach the Form 10-V to the Journal Entry in E1, you may print a copy of the Form 10-V and fax or mail it along with a copy of the General Ledger Post/Journal Entry to:

Fax number:

(402) 471-5804  
Nebraska Department of Revenue  
Attn: Finance

Mailing address:

Nebraska Department of Revenue  
Attention: Finance  
PO Box 94818  
Lincoln NE 68509-4818

Note – It is important that the Form 10-V and JE be sent to the attention of the Finance area in order for the payment to be properly posted to your agency’s tax account.

If you have any questions regarding these procedures, please email them to [rev.acct@nebraska.gov](mailto:rev.acct@nebraska.gov) with tax payment question in the subject line.