

State Agencies Form 10 Filing and Payment Method

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.nebraska.gov .
2. Click on "Businesses".
3. Click on "File/Pay Your return".
4. Click on E-File/Pay for Sales and Use Taxes.
5. 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.
6. 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) - <http://pfc.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".
 - o 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.
 - o The document will be displayed in the Media Object Viewer.
 - o 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.
 - o 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 with Tax Payment in the subject line and include the batch number of your Journal Entry payment.

DOR Finance teammates 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 DOR Finance teammates.

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 with tax payment question in the subject line.