

Filing and Paying MinnesotaCare Tax

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MinnesotaCare Fact Sheet 1

Fact Sheet

e-File Minnesota

Using e-File Minnesota—the department’s filing and paying system—you can both file and pay your taxes over the Internet. If you don’t have Internet access, a telephone option is available. Step-by-step instructions are on the following pages.

Use e-File Minnesota to:

- pay monthly or quarterly tax deposits
- file current and past due returns
- pay current and past due taxes
- file amended returns

File early—pay later. You can file your return early and schedule the electronic withdrawal of your payment for the due date. Other methods of payment are by:

- check and voucher
- ACH credit
- Fed Wire (payments you initiate through your bank)

MinnesotaCare tax returns are filed annually, but you may be required to make quarterly or monthly deposits.

When you are making your deposits, be sure to choose “Make a payment.”

Filing due date

The due date for filing your return and paying any additional tax is March 15 following the end of the year in which you received the receipts. If March 15 falls on a Saturday or Sunday, the due date is the next business day.

To be timely, you must complete your transaction and receive a confirmation number on or before the due date for your return.

Deposit due dates

If your annual MinnesotaCare tax will be less than \$500, your total tax is due by March 15 of the year following the year in which you received the receipts.

If your total annual MinnesotaCare tax will be \$500 or more, you must make regular tax deposits — payments — during the year according to the following schedule:

Health-care providers and wholesale drug distributors

Quarterly tax deposits are due no later than the 15th day of the month following the end of the quarter in which you received the receipts. If the due date falls on a Saturday, Sunday or holiday, the due date is the next business day.

Quarterly deposits are due:

| | |
|----------|----------------------------------|
| April 15 | October 15 |
| July 15 | January 15 of the following year |

Hospitals and surgical centers

Monthly tax deposits are due no later than the 15th day of the month following the end of the month in which you received the receipts. If the due date falls on a Saturday, Sunday or holiday, the due date is the next business day.

Monthly deposits are due:

| | | |
|-------------|--------------|----------------------------------|
| February 15 | June 15 | October 15 |
| March 15 | July 15 | November 15 |
| April 15 | August 15 | December 15 |
| May 15 | September 15 | January 15 of the following year |

The following pages provide the step-by-step instructions for paying tax and filing your return for both over the Internet and by telephone.

Continued

Paying tax over the Internet

Follow the steps below to make your quarterly or monthly tax deposits by the due dates throughout the year (see *Deposit due dates* on page 1). At the end of the year, you must still file an annual return to reconcile your deposits made to the actual tax you owe.

You may also use these steps to:

- pay your final annual return payment for any year,
- pay tax on an amended return, or
- make a payment on a bill you received from the Department of Revenue.

What you need

- Internet access with at least Internet Explorer 5.5, Netscape 7.0 or a compatible browser
- your seven-digit Minnesota tax identification (ID) number
- your personal password
- the amount of your payment
- your bank routing and account numbers

Go to **www.taxes.state.mn.us** and click on “Login to e-File Minnesota” from the e-Services menu, which leads you to our secure site for e-File Minnesota. Choose the appropriate link to pay business taxes.

Click **CONTINUE** after each step. If you want to go back and view or make corrections, click the **BACK** button on the page. Do not use your browser’s **BACK** button.

If you need help at any time, click on the **HELP** tab at the top of the screen.

Step-by-step instructions

Step 1

Enter your seven-digit Minnesota tax ID number (not your Social Security number).

Step 2

Enter your password.

If you’re using the system for the first time and you need a temporary password, call 651-282-5225.

Step 3

Choose “Make a payment only.”

Step 4

From the list of taxes for which you are registered, choose the MinnesotaCare tax type you are paying:

- Provider tax,
- Hospital tax,
- Surgical Center tax, or
- Wholesale Drug Distributor tax.

Step 5

The payment options available to you at the time you are scheduling your payment will appear in the drop-down menu. Choose:

- Deposit to make your monthly or quarterly deposit for the current year,
- Return to make your final annual tax return payment for any year,
- Amend to pay tax on an amended return, or
- Minnesota bill only if you received a bill from the Minnesota Department of Revenue. You will need to enter information from the bill.

Also, verify that the year displayed is correct, and change it if necessary.

Step 6

- If you used the Internet system in the past to pay MinnesotaCare tax, your banking information will be displayed. Verify the account information and correct it if necessary.
- If this is your first time using the system to pay MinnesotaCare tax, complete the check sample with the following information:
 - Indicate your account type (checking or savings).
 - Enter the date you want your payment withdrawn from your account. The date you enter must be a valid banking day.
 - Enter the amount of your payment, including cents.
 - Enter your nine-digit bank routing number and account number.

Note: If your payment is less than the amount due or is received after the due date, you may be billed for late payment penalties or interest.

Step 7

Verify that the information you entered is correct.

- If it is correct, click **AUTHORIZE**.
- If it is not correct, click **EDIT** to make corrections.

Step 8

Print a copy of the confirmation page or write down the information and keep it with your records. This information is for your records only. *Do not mail your worksheet or confirmation page to the department.*

When you pay electronically, discard any payment voucher you may have for the period.

Step 9

- To make another payment, click **MAIN MENU**.
- To exit the e-File Minnesota system, click **LOG OUT**.

You may cancel your payment up to one day prior to the date you entered on the check. To cancel, you will need your confirmation number and the date you *set up* the payment.

Filing your annual return over the Internet

By March 15 of each year, you must file an annual return to reconcile your deposits made to the actual tax you owe. A return must be filed even if you owe no tax or have already paid it.

What you need

- Internet access with at least Internet Explorer 5.5, Netscape 7.0 or a compatible browser
- your completed Worksheet C – Annual Tax Return worksheet
- your seven-digit Minnesota tax ID number
- your personal password
- the dates and amounts of your deposits made for the year (from your completed Worksheet B)
- your banking information if you choose to electronically pay any tax due at the same time you file your return

Go to **www.taxes.state.mn.us** and click on “Login to e-File Minnesota” from the e-Services menu, which leads you to our secure site for e-File Minnesota. Choose the appropriate link to file business taxes.

Click **CONTINUE** after each step. If you want to go back and view or make corrections, click the **BACK** button on the page. Do not use your browser’s **BACK** button.

If you need help at any time, click on the **HELP** tab at the top of the screen.

Step-by-step instructions

Step 1

Enter your seven-digit Minnesota tax ID number (not your Social Security number).

Step 2

Enter your password.

If you’re using the system for the first time and you need a temporary password, call 651-282-5225.

Step 3

Choose “File a return.”

Step 4

From the list of taxes for which you are registered, choose the type of MinnesotaCare tax you are filing:

- Provider tax,
- Hospital tax,
- Surgical Center tax, or
- Wholesale Drug Distributor tax.

Step 5

- Choose the year you are filing. To file a previous year return, click the down arrow to select “Other Period,” then select the year you want to file.
- To correct a return that has already been filed, click “File an amended return.”

Step 6

The total deposits and return payments you made for the year will be displayed. Verify that your payments match our totals.

- If the total displayed is correct, click **CONTINUE**.
- If the total displayed is not correct, click **PAYMENT DETAIL** to see a list of your payments. Compare this listing with your records.
 - If you agree with the payment detail, click **CONTINUE**.
 - If you have made a recent payment that is not listed, enter the date and amount of that payment. Click **CONTINUE** if all other payments are correct.
 - If other payments are incorrect, log out and call us at 651-282-5533 to resolve the discrepancy before you file your return. The information you have entered will not be saved.

Step 7

From your Worksheet C — Annual Tax Return worksheet — enter the amounts for your total receipts and your exemptions. Round all amounts to the nearest whole dollar. Do not enter cents or the extra zeroes.

Step 8

If you underpaid your deposits or paid late, e-File Minnesota will calculate the interest due on underpaid deposits and display the amount. Record this amount on the appropriate line of your Worksheet C.

Step 9

A summary of your annual return and the amount due or your refund, if any, is shown. Click **CONTINUE** to finish filing your return.

Note: If your return is filed late or your tax is paid after the due date, late filing or late payment penalties or interest may be assessed.

Step 10

If your return shows:

- **no tax due and no refund**, you will receive a confirmation number with the date and time you filed.
- **a refund**, indicate whether you want us to mail you a check or deposit your refund directly into your bank account. If you choose direct deposit, enter your bank routing and account numbers. Click **CONTINUE** to file your return.
- **an amount due**, select:
 - “Pay electronically with this return” to schedule your electronic payment at this time (follow steps 6 through 8 on page 2), or
 - “Pay another way” to pay by check, money order or ACH credit. Click **CONTINUE** to file your return. Your return will be filed without payment.

Note: When paying by check or money order, you must complete a Form MC11 payment voucher and mail it with your payment. If you need a voucher, call 651-282-5533.

You will receive a confirmation number with the date and time you filed. This information is for your records only. Print the page or record the information on your worksheet and keep it with your records. *Do not send us your worksheet or confirmation page.*

Paying tax by telephone

Follow the steps below to make your quarterly or monthly tax deposits by the due dates throughout the year (see *Deposit due dates* on page 1). At the end of the year, you must still file an annual return to reconcile your deposits made to the actual tax you owe.

You may also use these steps to:

- pay your final annual return payment for any year,
- pay tax on an amended return, or
- make a payment on a bill you received from the Department of Revenue.

What you need

- a touch-tone phone
- your seven-digit Minnesota tax ID number
- your personal password
- the amount of your payment
- your bank routing and account numbers

Call **1-800-570-3329** any time – 24 hours a day – to access e-File Minnesota. Follow the prompts to make a business tax payment. You may hang up at any time before receiving a confirmation number and the information you have entered will not be saved.

If you have questions, you may call 651-282-5533 during regular business hours or send an email to minnesotacare.tax@state.mn.us.

Step-by-step instructions

Step 1

- Press 1 to indicate you are using a touch-tone phone.
- Press 2 to indicate you are paying a business tax.

Step 2

Enter your seven-digit Minnesota tax ID number (not your Social Security number).

Step 3

Enter your password followed by the pound (#) key.

Note: If you're using the system for the first time and you need a temporary password, call 651-282-5225.

Step 4

Press 2 to choose "make a payment."

Step 5

- Press 1 if you are making a payment for your own business.
- Press 2 if you are a preparer making a payment for client.

Step 6

Listen carefully to the list of tax types. Press the appropriate number for *your* MinnesotaCare tax type (i.e., Provider tax, Hospital tax, Surgical Center tax, or Wholesale Drug Distributor tax). The number to press is not the same for all taxpayers.

Step 7

- To make a monthly or quarterly deposit, press 1.
- To make a payment for an original return, press 2.
- To make another type of payment, press the appropriate number.

Step 8

Enter the four-digit year for which you are making the payment.

Note: Deposits can be made for the current year only.

Step 9

Enter the amount of your payment including the cents followed by the # key (e.g., enter one hundred dollars as 10000#).

Step 10

If you have previously made MinnesotaCare tax payments using this telephone system:

- Press 1 to use the same banking information.
- Press 2 to enter new banking information.
- Press 3 to hear your banking information currently on file.

If this is your first time using the system:

- Enter your nine-digit bank routing number and account number and account type (checking or savings).

Step 11

- To have your payment withdrawn today, press 1.
- To specify a later date, press 2 and enter the date you want the payment withdrawn. Use two digits for the month, two digits for the day and four digits for the year (e.g., enter July 15, 2005, as 07152005). The payment date cannot be a weekend or holiday.

Note: If the date you select is after the due date of the payment, you may be billed for late payment penalties or interest.

Step 12

Verify the information you have entered.

- If the information is correct, press 1 to authorize the payment.
- If the information is incorrect, press 2 and enter the correct information.

You will be given a confirmation number and the time and date filed. Write down this information and keep it with your records. This information is for your records only. *Do not mail your payment voucher or worksheet to the department.* When you make your payment electronically, discard any payment voucher you may have for the period.

Note: You may cancel your payment up to one day prior to the scheduled payment date. To cancel, call the phone number again and follow the prompts to cancel a payment. You will need your confirmation number.

Filing an annual return by telephone

By March 15 of each year, you must file an annual return to reconcile your payments made to the actual tax you owe. A return must be filed even if you owe no tax or have already paid it.

What you need

- a touch-tone phone
- your completed Worksheet C – Annual Tax Return worksheet
- your seven-digit Minnesota tax ID number
- your personal password
- the dates and amounts of your deposits made during the year (from your completed Worksheet B)
- your banking information, if you choose to electronically pay any tax due at the same time you file your return

Call **1-800-570-3329** any time — 24 hours a day — to file your return using e-File Minnesota. Follow the prompts to file a business tax return. You may hang up at any time before receiving a confirmation number and the information you have entered will not be saved.

If you have questions, call 651-282-5533 during regular business hours or send an email to minnesotacare.tax@state.mn.us.

Step-by-step instructions

Step 1

- Press 1 indicating you are using a touch-tone phone.
- Press 2 indicating you are filing a business tax return.

Step 2

Enter your seven-digit Minnesota tax ID number (not your Social Security number).

Step 3

Enter your password followed by the pound (#) key.

If you're using the system for the first time and you need a temporary password, call 651-282-5225.

Step 4

Press 1 to "file a return." Then listen closely for *your* MinnesotaCare tax type (i.e., Provider tax, Hospital tax, Surgical Center tax, or Wholesale Drug Distributor tax) and press the appropriate number.

Step 5

- To file your current year tax return, press 1.
- To select a different year, press 2 and enter the four-digit year for which you are filing a return.

Step 6

The total deposits we have for you on our records will be given.

- If the total is correct, press 1.
- If you made a recent deposit that is not included in the total, press 2 and enter the amount of that deposit rounded to the nearest whole dollar.
- If you have not made a recent deposit and the total is not correct, hang up and call us at 651-282-5533.

Step 7

Enter the amounts from your completed Worksheet C. Round all amounts to the nearest whole dollar; do not include cents (e.g., enter ten thousand dollars and fifteen cents as 10000#). If a line does not have an amount, enter zero (0). Enter the total amount received for health-care services followed by the # key.

Note: If you had no receipts for health-care services for the filing year, contact us at 651-282-5533 or minnesotacare.tax@state.mn.us.

Step 8

Health-care providers, hospitals and surgical centers:

- If you received amounts that are exempt from tax, press 1 and enter the requested amounts from your Worksheet C, followed by the # key.
- If you have no exemptions to report, press 2.

Wholesale drug distributors:

- Enter the requested amounts from your Worksheet C, followed by the # key.

Step 9

After all lines are entered, e-File Minnesota will summarize what you have entered and calculate your tax due. If your return is filed late or your tax is paid after the due date, late filing or late payment penalties or interest may be assessed.

- Press 1 if the total tax due is correct.

Your tax due or refund, if any, will be calculated.

- Press 1 to continue, or press 2 to have the amount repeated.

Step 10

If your return shows:

- **no tax due and no refund**, you will receive a confirmation number with the date and time you filed.
- **a refund:**
 - Press 1 to have the amount directly deposited into your bank account. Enter your banking information.
 - Press 2 to have us mail you a check.
- **you owe tax and you want to pay it electronically:**
 - Press 1 to electronically pay the tax with this return.
 - To pay the total amount, press 1. To pay a different amount, press 2 and enter the payment amount including cents followed by the # key.
 - To have your payment withdrawn today, press 1. To choose a different date, press 2 and enter the date you want the payment withdrawn from your account. Use two digits for the month, two digits for the day and four digits for the year (e.g., enter March 14, 2005, as 03142005).
 - Enter your bank routing and account numbers.
- **you owe tax and you want to pay another way** (by check or ACH credit), press 2. Your return will be filed without payment.

Note: If you pay by check or money order, you must complete a Form MC11 payment voucher and mail it with your payment. If you need a voucher, call 651-282-5533.

If you owe tax, your payment is due by March 15. If the payment is less than the amount due or is received after the due date, you may be billed for late payment penalties or interest.