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How to Make an Online NYS Tax Payment

This guide provides step-by-step instructions for making a payment to the NYS using **your NYS Online Services account**.

Step 1: Access NYS Tax Website and Login

1. Go to the official NYS website: <https://www.tax.ny.gov/>
2. Log in to (or create) your Individual Online Services account.
 - If this is your first time using NYS Online Services, you will need to create an account and you will need a copy of your most recently filed tax return to do so
3. Select the **≡ Services** menu from the upper left corner of the page.

Step 2: Select Payment Type

1. Select **Payment, bills and notices** to open the dropdown
2. Select **Make a payment** to open the payments page
3. Select **I want:**
 - **Pay estimated tax** if paying an estimated tax payment for the current year
 - **Pay my return** if paying amount due with original return
4. Choose the tax year or quarter for the payment and enter payment amount
 - For estimated tax – enter payment amount for first box “New York State” and zeros for “City of New York” “City of Yonkers” and “MCTMT” the select **Calculate**

Step 3: Enter Payment Information

1. Select **Pay from Bank Account** (free) or **Pay by Card** (fee is charged)
2. Enter your **bank routing number** and **account number** (checking or savings) or select account if already saved
3. Select a **Payment date**

Step 4: Review and Confirm

1. Carefully review all payment details: amount, tax year, bank information.
2. Submit the payment.
3. Print or save the confirmation page for your records.

Step 6: Keep Documentation

- You will receive a confirmation number once your payment is submitted. Keep this number for your records.
- If you provided an email, you will also receive an email confirmation.

Important Notes

- Paying from a bank account is free of charge.
- Paying by card is charged an additional convenience fee
- Payments are generally processed immediately, but it may take 1–2 business days to reflect in your account.

Tip: If you are unsure about which payment reason or tax year to select, please contact us before submitting your payment to avoid misapplication.