

NEBRASKA

Good Life. Great Connections.

DEPARTMENT OF LABOR

Employer Services

NEworks User

Payment Guide

Making Payments

- ▶ To submit a payment following the submission of a combined tax report
 - From the **Tax/Wage Reports** Tab click on the **Payments** Tab.
 - The **Balance Summary** will show the overall balance due.
 - Past due amounts are listed in red. Unpaid current due amounts are listed in black.
 - Past and current due amounts will be listed separately.
 - Credit on the account will be listed in parenthesis.

Account Summary/Status | Tax/Wage Report | **Payments** | Tax Rate | Tax Documents

For help click the information icon next to each section.

Balance Summary

Past Due Balance: \$760.59

[Pay by ACH/EFT](#)

[[Pay by ACH Credit](#) | [Pay by Credit Card](#) | [Request Refund](#)]

- **Option 1:** Click Pay by **ACH/EFT** to make an Electronic Funds Transfer. Enter your banking information:

Pay by ACH/EFT

Select Account:

* Routing Number:

* Confirm Routing Number:

* Account Number:

* Confirm Account Number:

* Account Nick name:

* Account Holder Name:

* Account Holder Type: Personal Business

* Account Type: Checking Savings

* Payment Date:

Payment Amount: Current Balance Due \$25.00

Past Due Balance \$735.59

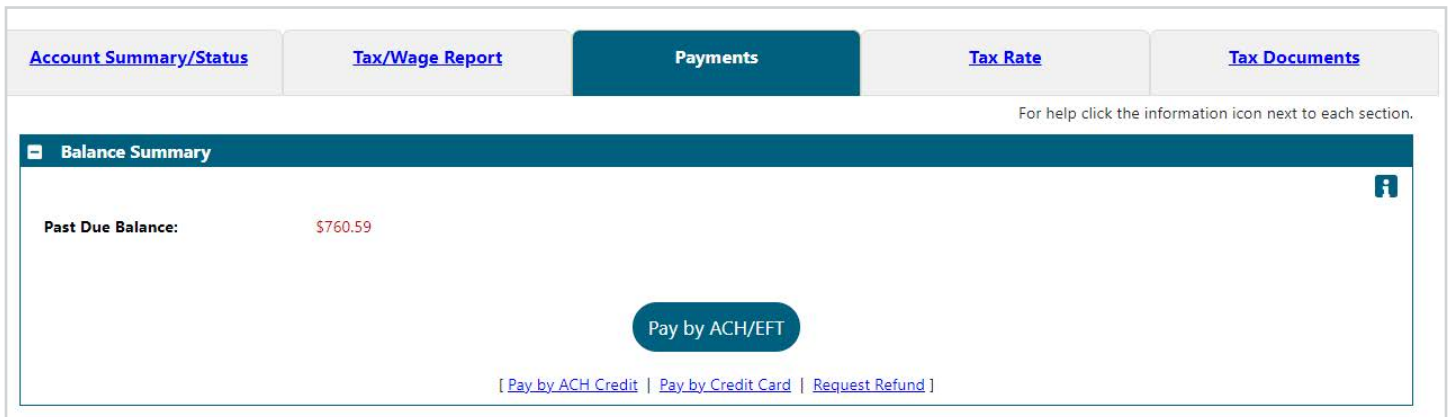
Voluntary Contribution \$0.00

Total Balance Due \$760.59

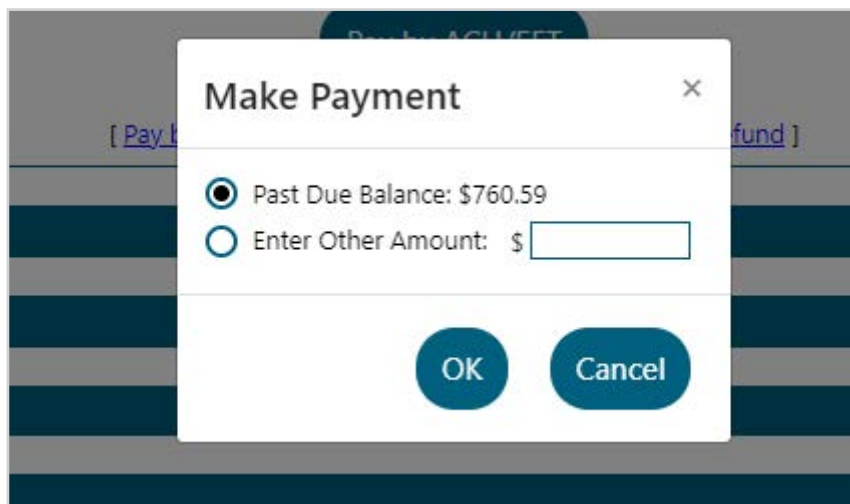
[Submit](#)

Enter your Bank Account Information to authorize the withdrawal of the Payment amount. Verify that Nebraska Workforce Development is on the approved vendor list at your financial institution for this account. **The ACH identifier number is 1470802529.** Fees will be applied by the bank for unauthorized ACH returns and closed accounts.

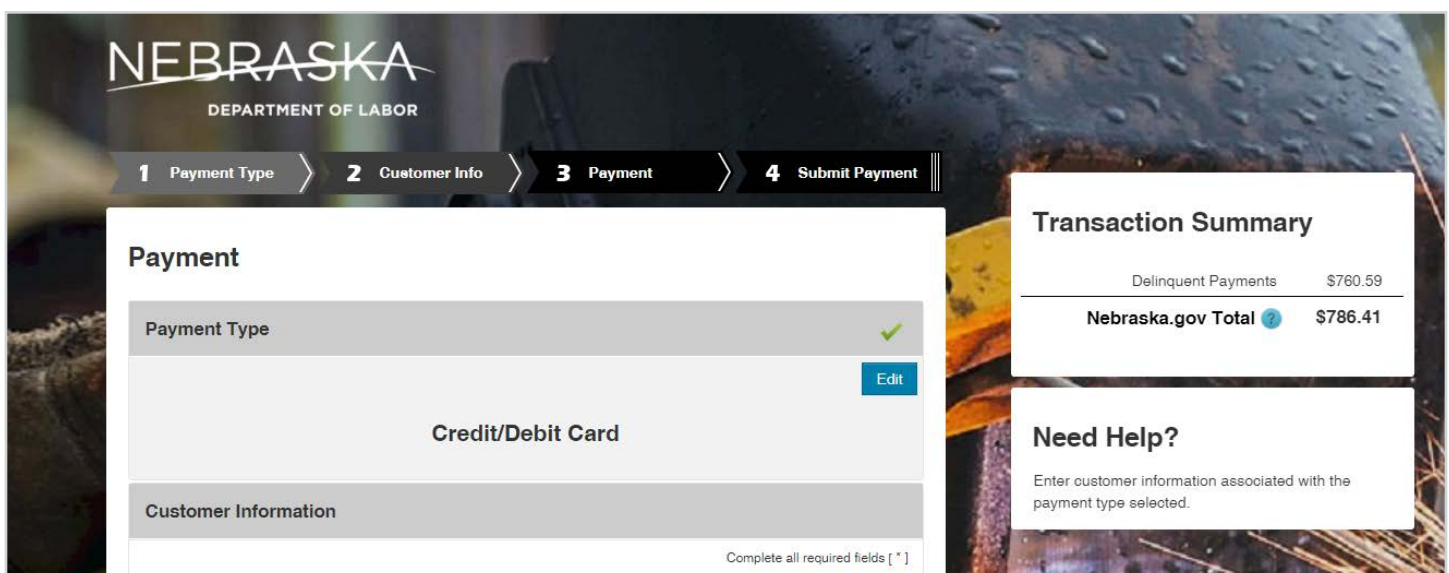
- **Option 2:** Click on **Pay by ACH Credit Card** to payment using credit card:



- Select the amount you would like to pay:



- Complete the required section and submit your payment through the NIC portal:



► Confirm your payment under **Balance Detail** and **Accounting Transaction Audit History** of the **Payments** tab:

Account Summary/Status	Tax/Wage Report	Payments	Tax Rate	Tax Documents
<small>For help click the information icon next to each section.</small>				
<input type="checkbox"/> Balance Summary				
<input type="checkbox"/> Balance Detail				
<input type="checkbox"/> Accounting Transaction Audit History				
<input type="checkbox"/> Refunds Requests				
<input type="checkbox"/> Installment Payment Agreement				
<input type="checkbox"/> Top Eligible				
<input type="checkbox"/> Certificate of Contribution				
Return to Directory of Services				