

## MHA Nation Tax Portal

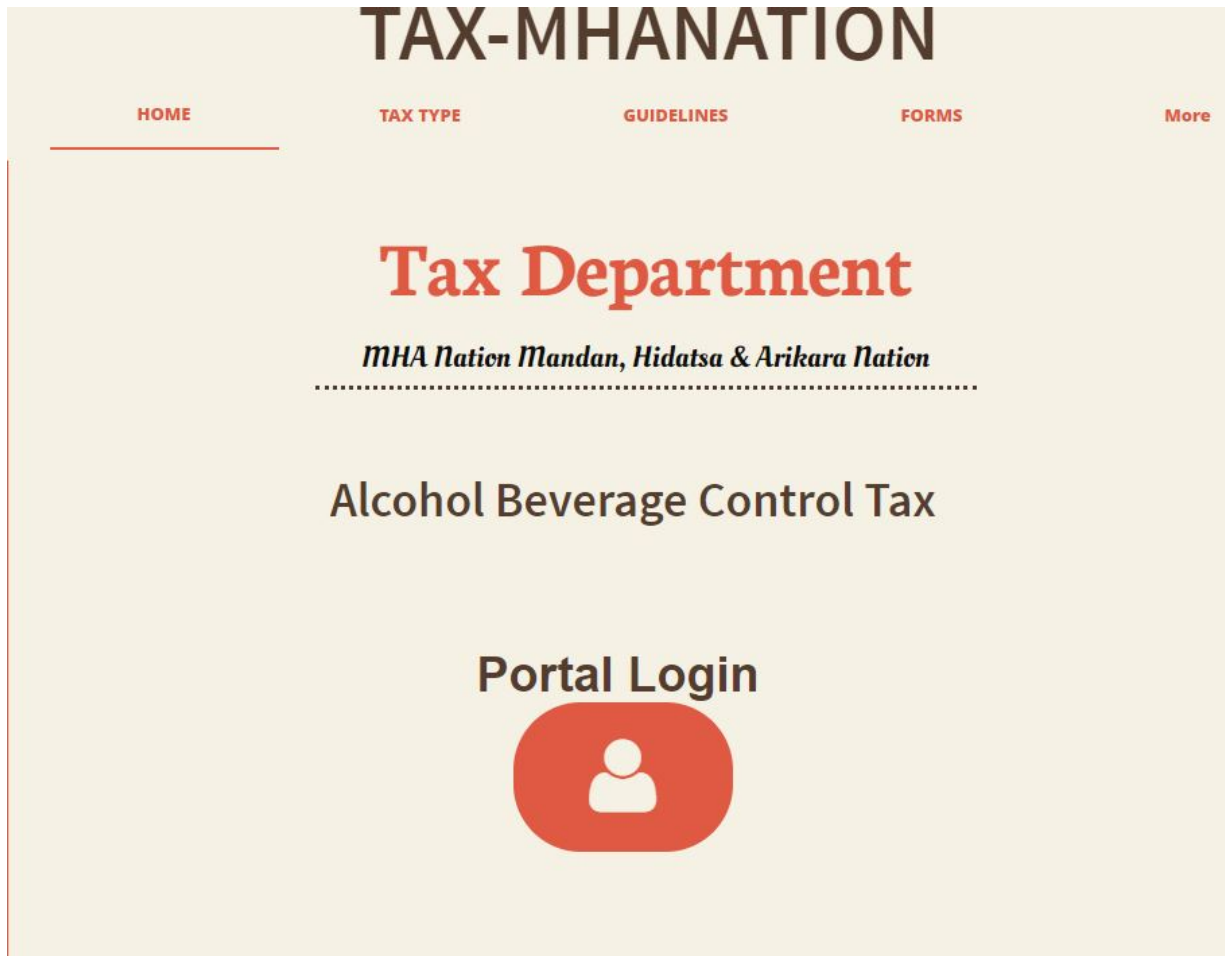
### Web Portal Login Instructions

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**Step 1:** Go to the following website:

<https://tax-mhanation.com>

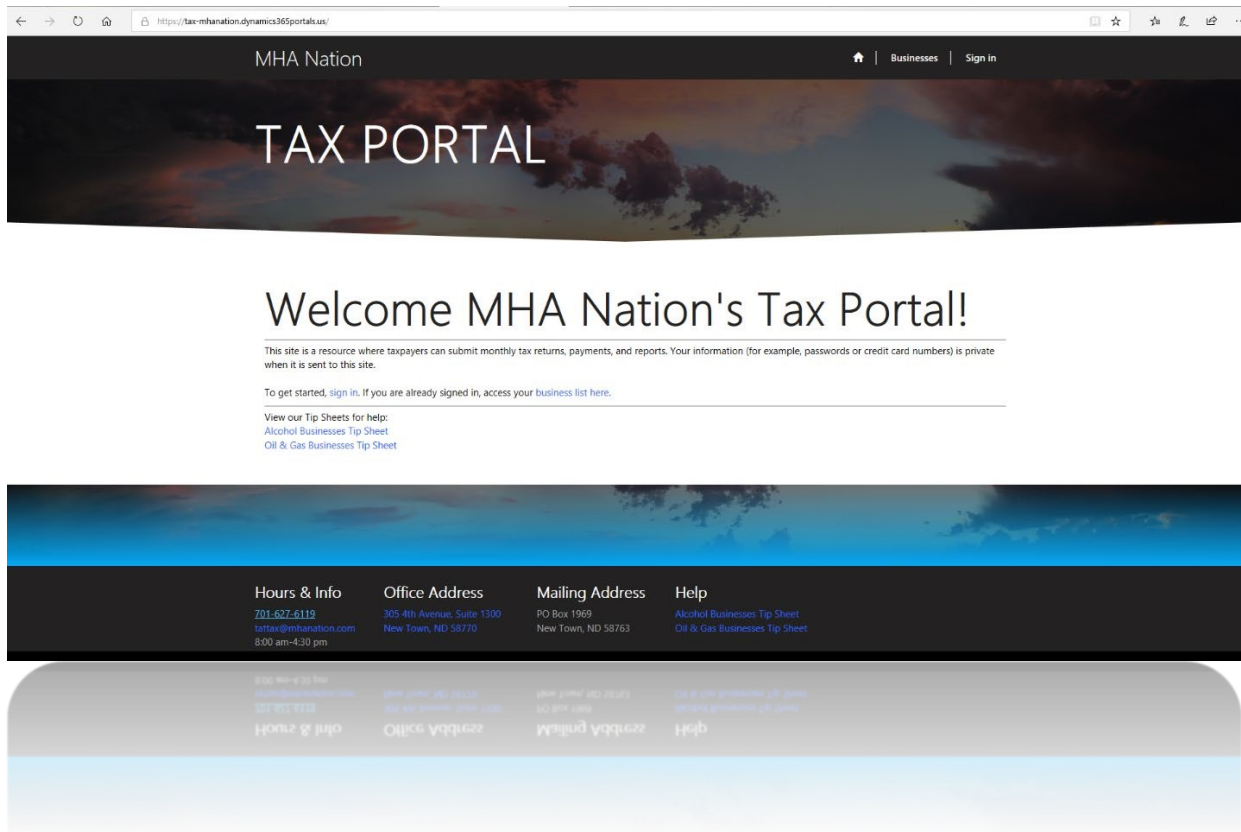
And select the Portal Login Button.



Congratulations you have reached the MHA Nation Tax Portal Sign in Page.

For all new Tax portal accounts, you must have a Valid email account. Remember to write down your information. If you need assistance, please email [taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com) for assistance.

**Step 2:** From this page Select the [register](#) option on the top right.



**Step 3:** Select Register account

After Selecting Register the following fields will appear. Email, Username, Password, Confirm password.

**Step 4:** Enter A valid email address.

**Step 5:** Create your own unique username.

**Step 6:** Create your password

**Step 7:** Select Register, after this is complete you will be taken to your profile page.

← → ↻ 🏠 <https://tax-mhanation.dynamics365portals.us/Account/Login/Register?returnUrl=%2Fmybusiness%2F> ☆ ⚙ 🔍

MHA Nation [🏠](#) [Businesses](#) [Sign in](#)

[Sign in](#) [Register](#) [Redeem invitation](#)

Register for a new local account

\* Email  A user name is required.

\* Username

\* Password

\* Confirm password

[Register](#)

<b>Hours &amp; Info</b> <a href="tel:701-627-6119">701-627-6119</a> <a href="mailto:tattax@mhanation.com">tattax@mhanation.com</a> 8:00 am-4:30 pm	<b>Office Address</b> 305 4th Avenue, Suite 1300 New Town, ND 58770	<b>Mailing Address</b> PO Box 1989 New Town, ND 58763	<b>Help</b> <a href="#">Alcohol Businesses Tip Sheet</a> <a href="#">Oil &amp; Gas Businesses Tip Sheet</a>
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<b>2019 New &amp; Upcoming</b> <a href="#">New &amp; Upcoming</a> 800-800-8000	<b>2019 New &amp; Upcoming</b> <a href="#">New &amp; Upcoming</a> 800-800-8000	<b>2019 New &amp; Upcoming</b> <a href="#">New &amp; Upcoming</a> 800-800-8000	<b>2019 New &amp; Upcoming</b> <a href="#">New &amp; Upcoming</a> 800-800-8000
<b>2019 New &amp; Upcoming</b> <a href="#">New &amp; Upcoming</a> 800-800-8000	<b>2019 New &amp; Upcoming</b> <a href="#">New &amp; Upcoming</a> 800-800-8000	<b>2019 New &amp; Upcoming</b> <a href="#">New &amp; Upcoming</a> 800-800-8000	<b>2019 New &amp; Upcoming</b> <a href="#">New &amp; Upcoming</a> 800-800-8000

**Step 8:**           **Congratulations** you have successfully created an online tax portal account. The Tax Admin will notify you when your account is completely set up with your business. You call or email the Tax admin with the following info: [taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com) or call 701-421-6031. For more assistance.

## Profile

Full Name

—

Company

—

Email Address

[rickgrant06@gmail.com](mailto:rickgrant06@gmail.com)

Telephone \*

—

### STORED PAYMENT METHODS

[+ Create](#)

<a href="#">Name on the Account</a>	<a href="#">Method ↑</a>	<a href="#">Bank Routing Number</a>	<a href="#">Credit Card Type</a>	<a href="#">Credit Card Expiration</a>
-------------------------------------	--------------------------	-------------------------------------	----------------------------------	--

There are no records to display.

### PHYSICAL ADDRESS

Street 1

—

Street 2

—

City

—

State

—

Country

—

Zip

—

### MAILING ADDRESS

Street 1

—

Street 2

—

City

—

State

—

Country

—

Zip

—

### BUSINESSES (OWNER)

[Name ↑](#)

[Business](#)

—

### LOCATIONS (MANAGER)

[Name ↑](#)

[End Date](#)

[Business](#)

[Business Location](#)

—

—

—

—

## Step 9:

Upon the Tax Admin completing your online tax portal account you will log into your account, and it will appear like this.

Sample.

DEV MHA Nation

[Home](#) | [Businesses](#) | [Ricky Grant](#)

[Home](#) > [Businesses](#) > [Business Details](#)

## Business Details

---

### BUSINESS INFORMATION

<b>Name</b> New Gold LLC	<b>EIN</b> —
<b>Type</b> Alcohol Retail	<b>Email Address</b> <a href="mailto:rick.grant@tax-mhanation.com">rick.grant@tax-mhanation.com</a>
<b>Classification</b> Limited Liability Company	<b>Registered Agent</b> —

#### ADDRESS 1

<b>Address Type</b> Mailing	<b>Contact</b> —
<b>Street 1 *</b> 1975	<b>Street 2</b> —
<b>City *</b> New Town	<b>State *</b> North Dakota
<b>Country *</b> United States	<b>ZIP/Postal Code *</b> 58763
<b>Telephone 1</b> (970) 529-0150	

#### ADDRESS 2

<b>Address Type</b> Physical	<b>Contact</b> —
<b>Street 1</b> 4321 Oil Rig Way	<b>Street 2</b> —
<b>City</b> New Town	<b>State</b> North Dakota
<b>Country</b> United States	<b>ZIP/Postal Code</b> —
<b>Telephone 2</b> —	

#### MHA LICENSES

License ID	License Status	License	Renewed
2019-R-085	Active	Tribal Retail License - Liquor (Onsite)	No

#### BUSINESS OWNERS

<b>Name</b>
Ricky Grant

Scroll down to verify your information

. To pay your taxes scroll down to the Returns section and right across from the returns is a blue button labeled Pay Taxes.

**Step 10:** Scroll down to verify your information

. To pay your taxes scroll down to the Returns section and right across from the returns is a blue button labeled Pay Taxes.

MHA LICENSES				BUSINESS OWNERS	
License ID ↓	License Status	License	Renewed	Name ↑	
2019-R-085	Active	Tribal Retail License - Liquor (Onsite)	No	Ricky Grant	

BUSINESS LOCATIONS		LOCATION MANAGERS		
Name ↑	Primary Contact	Name ↑	End Date	Business Location
New Gold Bar & Grill	Rick Grant	Rick Grant		New Gold LLC
Rick Grants Bar & Grill	Rick Grant			Rick Grants Bar & Grill

RETURNS			
Monthly Taxes			
In Progress Returns - Alcohol Tax			Pay Taxes
Name	Submitted ↓	Business Location	Return Status
New Gold LLC - January 2019		New Gold Bar & Grill	Not Submitted


PAYMENTS			
		Add Check/MO Payment	Add ACH Payment
Submitted On ↓	Payment Type	Amount	
3/27/2019 12:00 AM	ACH	\$525,025.00	

TAX CREDITS			
			Request Credit
Requested On ↓	Year	Credit Amount	Credit Status

## Step 11:

After selecting pay taxes a screen will appear like this


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[Home](#) | [Businesses](#) | [Ricky Grant](#) 


[Home](#) > [Businesses](#) > [Tax Return \(Alcohol\)](#)

## Tax Return (Alcohol)


Business \*




Business Location \*



Month \*



Year \*



[Save & Add Details](#)

**Hours & Info**  
[701-627-6119](#)  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

**Office Address**  
305 4th Avenue, Suite 1300  
New Town, ND 58770

**Mailing Address**  
PO Box 1969  
New Town, ND 58763

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In the business section select your business, business location, Month, and year. If you have multiple business locations, you will have to repeat process one at a time.

### Step 12:

Sample of populated deflections of alcohol tax return.

Select the magnifying glass by each box or drop-down arrow to select your proper business information. I will show results of each window as we go along.

Selecting business to pay returns on.

DEV MHA

Home > Business

## Tax Return

Business \*

Business Location

Save & Add Det

Ricky Grant

Lookup records

Search

✓ Name ↑	Type	Classification	Contact	Email (Contact)	Telephone 1
✓ New Gold LLC	Alcohol Retail	Limited Liability Company			(970) 529-0150

Select Cancel Remove value

Hours & Info  
701-627-6119  
taxadmin@tax-mhanation.com  
8:00 am-4:30 pm

Office Address  
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### Step 13:

After selecting account, your next window will appear like this.

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[Home](#) > [Businesses](#) > [Tax Return \(Alcohol\)](#)

## Tax Return (Alcohol)

Business \*

New Gold LLC

✕

🔍

Business Location \*

🔍

Month \*

▼

Year \*

🔍

Save & Add Details

Hours & Info

[701-627-6119](#)  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

Office Address

305 4th Avenue, Suite 1300  
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## Step 14: Select your Business

The screenshot displays a web application interface for selecting a business. A modal window titled "Lookup records" is open, showing a search bar and a list of businesses. The first business, "New Gold Bar & Grill", is highlighted in blue. Below it, "Rick Grants Bar & Grill" is listed. A "Launch lookup modal" button is visible in the center of the modal. The background shows a "Tax Return" form with fields for "Business \*" and "Business Location". The footer contains contact information and a copyright notice.

**Lookup records**

Search

✓ **Name ↑**

✓ New Gold Bar & Grill

Rick Grants Bar & Grill

Launch lookup modal

Select Cancel Remove value

**Hours & Info**  
701-627-6119  
taxadmin@tax-mhanation.com  
8:00 am-4:30 pm

**Office Address**  
305 4th Avenue, Suite 1300  
New Town, ND 58770

**Mailing Address**  
PO Box 1969  
New Town, ND 58763

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**Step 15:** Select Business location.

This is how it will appear.

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[Home](#) | [Businesses](#) | [Ricky Grant](#)

[Home](#) > [Businesses](#) > [Tax Return \(Alcohol\)](#)

## Tax Return (Alcohol)

Business \*

New Gold LLC

✕

🔍

Month \*

▼

Business Location \*

New Gold Bar & Grill

✕

🔍

Year \*

🔍

[Save & Add Details](#)

### Hours & Info

[701-627-6119](#)  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

### Office Address

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**Step 16:** Select your month for your return.

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[Home](#) > [Businesses](#) > [Tax Return \(Alcohol\)](#)

## Tax Return (Alcohol)

**Business \***

New Gold LLC

✕

🔍

**Business Location \***

New Gold Bar & Grill

✕

🔍

Save & Add Details

**Month \***

January

February

March

April

May

June

July

August

September

October

November

**Hours & Info**

[701-627-6119](#)  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

**Office Address**

305 4th Avenue, Suite 1300  
New Town, ND 58770

**Mailing Address**

PO Box 1969  
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**Step 17:** Select year.

The screenshot shows a web application interface with a modal window titled "Lookup records". The modal contains a table with the following data:

✓ Tax Year	Start Date ↑	End Date
✓ 2018	1/1/2018	12/31/2018
2019	1/1/2019	12/31/2019

The modal also features a search bar at the top right, a close button (X) at the top right, and three buttons at the bottom: "Select", "Cancel", and "Remove value".

The background of the web application shows a sidebar with "Home > Business" and "Tax Re" (likely Tax Return). The main content area has a "Business" section with a "New Gold L" button and a "Business Loc" section with a "New Gold B" button. The footer contains contact information for "Hours & Info", "Office Address", "Mailing Address", and "Help".

**Step 18:** Completed selections.

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[Home](#) | [Businesses](#) | [Ricky Grant](#)

[Home](#) > [Businesses](#) > [Tax Return \(Alcohol\)](#)

## Tax Return (Alcohol)

Business \*

New Gold LLC

✕

🔍

Month \*

November

▼

Business Location \*

New Gold Bar & Grill

✕

🔍

Year \*

2019

✕

🔍

Save &amp; Add Details

Hours & Info

[701-627-6119](tel:701-627-6119)  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
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Office Address

305 4th Avenue, Suite 1300  
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Mailing Address

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**Step 19:** Select save & add details. (submit)


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[Home](#) > [Businesses](#) > [Tax Return Details \(Alcohol\)](#)

## Tax Return Details (Alcohol)

Location Type \*



Gross Sales \*

Exemptions \*

Total dollar amount of exemptions (if any). Enter 0 if none.

Save Detail

Hours & Info

[701-627-6119](#)  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

Office Address

305 4th Avenue, Suite 1300  
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## Step 20: Location type

The screenshot displays a web application interface for a tax return. A modal dialog titled "Lookup records" is open, showing a list of location types. The "County Club" option is selected and highlighted in light blue. The modal includes a search bar at the top right and "Select", "Cancel", and "Remove value" buttons at the bottom right. In the background, the "Tax Return" form is visible, with a "Location Type" dropdown menu. The footer contains contact information for DEV MHA, including phone numbers, email, and office address, as well as a copyright notice for 2019.

DEV MHA

Home > Business

Tax Return

Location Type

Save Detail

Lookup records

Search

✓ Name ↑

✓ County Club

Hotel/Bar

Lounge

Off Sale

Restaurant

Select Cancel Remove value

Hours & Info  
701-627-6119  
taxadmin@tax-mhanation.com  
8:00 am-4:30 pm

Office Address  
305 4th Avenue, Suite 1300  
New Town, ND 58770

Mailing Address  
PO Box 1969  
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**Step 21:** Location type selected.

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[Home](#) | [Businesses](#) | [Ricky Grant](#) ▼

[Home](#) > [Businesses](#) > [Tax Return Details \(Alcohol\)](#)

## Tax Return Details (Alcohol)

Location Type \*

Lounge

✕

🔍

Gross Sales \*

Exemptions \*

0

Total dollar amount of exemptions (if any). Enter 0 if none.

Save Detail

Hours & Info

[701-627-6119](#)  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

Office Address

305 4th Avenue, Suite 1300  
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Mailing Address

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**Step 22:** Enter gross sales amount.

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[Home](#) | [Businesses](#) | [Ricky Grant](#)

[Home](#) > [Businesses](#) > [Tax Return Details \(Alcohol\)](#)

## Tax Return Details (Alcohol)

Location Type \*

Lounge

✕

🔍

Gross Sales \*

1733.00

Exemptions \*

0

Total dollar amount of exemptions (if any). Enter 0 if none.

Save Detail

Hours & Info

[701-627-6119](tel:701-627-6119)  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

Office Address

305 4th Avenue, Suite 1300  
New Town, ND 58770

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**Step 23:** Select save detail.

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[Home](#) > [Businesses](#) > [Tax Return Details \(Alcohol\)](#)

## Tax Return Details (Alcohol)

Location Type \*

Lounge

✕

🔍

Gross Sales \*

1733.00

Exemptions \*

0

Total dollar amount of exemptions (if any). Enter 0 if none.

Submit

Save Detail

**Hours & Info**  
[701-627-6119](#)  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

**Office Address**  
305 4th Avenue, Suite 1300  
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**Step 24:** You will see this window after you have selected save detail.

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[Home](#) | [Businesses](#) | [Ricky Grant](#) ▼

[Home](#) > [Businesses](#) > [Tax Return \(Alcohol\) - Update](#)

## Tax Return (Alcohol) - Update

**Business \***  
New Gold LLC

**Business Location**  
New Gold Bar & Grill

**Month**  
November

**Year**  
2019

**Amendment**  
☒ No ☐ Yes

**Tax Due**  
—

**Late Fee**  
\$0.00

**Total Due**  
\$0.00

**Total Paid**  
—

DETAILS

Add Gross Sales

Name ↑	Gross Sales	Exemptions	Tax Due	
Lounge	\$1,733.00	\$0.00	\$121.31	▼

Submit Payment

**Hours & Info**  
[701-627-6119](#)  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

**Office Address**  
[305 4th Avenue, Suite 1300](#)  
[New Town, ND 58770](#)

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PO Box 1969  
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If you are ready to submit select the blue submit payment button.

**Step 25:** After selecting the submit button. A submit payment window will appear. (below)

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[Home](#) | [Businesses](#) | [Ricky Grant](#) ▾

[Home](#) > [Businesses](#) > [Submit Payment](#)

# Submit Payment

Review the amount below and click "Next" to Continue

**Amount \***

\$242.62

[Next](#)

**Hours & Info**  
[701-627-6119](#)  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

**Office Address**  
305 4th Avenue, Suite 1300  
New Town, ND 58770

**Mailing Address**  
PO Box 1969  
New Town, ND 58763

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Select next.

**Step 26:** Select next to submit payment.

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[Home](#) | [Businesses](#) | [Ricky Grant](#)

[Home](#) > [Businesses](#) > [Submit Payment](#)

## Submit Payment

**Payment Method \***

Check/Money Order

▼

**Amount \***

\$242.62

Next

**Hours & Info**  
[701-627-6119](#)  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

**Office Address**  
305 4th Avenue, Suite 1300  
New Town, ND 58770

**Mailing Address**  
PO Box 1969  
New Town, ND 58763

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**Step 27:** Select your method of payment. And select Next. For Check or money order use steps 27-30. For ACH payment. skip to **Step 30**.

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[Home](#) | [Businesses](#) | [Ricky Grant](#) ▾

[Home](#) > [Businesses](#) > [Submit Payment](#)

# Submit Payment

Payment Method \*

Check/Money Order ▾

ACH

Check/Money Order

Amount \*

\$200.00

Next

Hours & Info

701-627-6119  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am - 4:30 pm

Office Address


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If you are choosing to pay with a check, select Check/money Order. Select next.

**Step 28:** If you are choosing to pay with a check, select Check/money Order. Select next.

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[Home](#) | [Businesses](#) | [Ricky Grant](#)

[Home](#) > [Businesses](#) > [Submit Payment](#)

## Submit Payment

Payment Method \*

Check/Money Order

Amount \*

\$242.62

Next

**Hours & Info**  
[701-627-6119](#)  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

**Office Address**  
305 4th Avenue, Suite 1300  
New Town, ND 58770

**Mailing Address**  
PO Box 1969  
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**Step 29:** Enter your check number and submit.

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[Home](#) > [Businesses](#) > [Submit Mailed Payment](#)

## Submit Mailed Payment

Business \*

New Gold LLC

Paid Under Protest? \*

☒ No ☐ Yes

Amount \*

\$242.62

Check/Money Order No. \*

Mail Payment To:

Tax Department  
MHA Nation  
PO Box 1969  
New Town, ND 58763

Submit

Hours & Info

[701-627-6119](#)  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

Office Address

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**Follow the instructions above and mail your check the tax department.**

If you would Like to make an ACH payment, please continue with the instructions. (next page)

**Step 30:** ACH payment process. Select the ACH option and click next.

DEV MHA Nation

[Home](#) | [Businesses](#) | [Ricky Grant](#) 

[Home](#) > [Businesses](#) > [Submit Payment](#)

# Submit Payment

Payment Method \*

Check/Money Order

ACH

Check/Money Order

Amount \*

\$200.00

Next

Hours & Info

701-627-6119  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

Office Address


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**Step 31:** This will appear as your next window. Select the Stored Method of Payment.

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[Home](#) > [Businesses](#) > [Tax Return ACH Payment](#)

## Tax Return ACH Payment

**Business \***

New Gold LLC

**Amount \***

\$200.00

**Paid Under Protest? \***

☒ No ☐ Yes

**Stored Payment Method \***

Q

Submit

**Hours & Info**

701-627-6119  
taxadmin@tax-mhanation.com  
8:00 am-4:30 pm

**Office Address**

305 4th Avenue, Suite 1300  
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PO Box 1969  
New Town, ND 58763

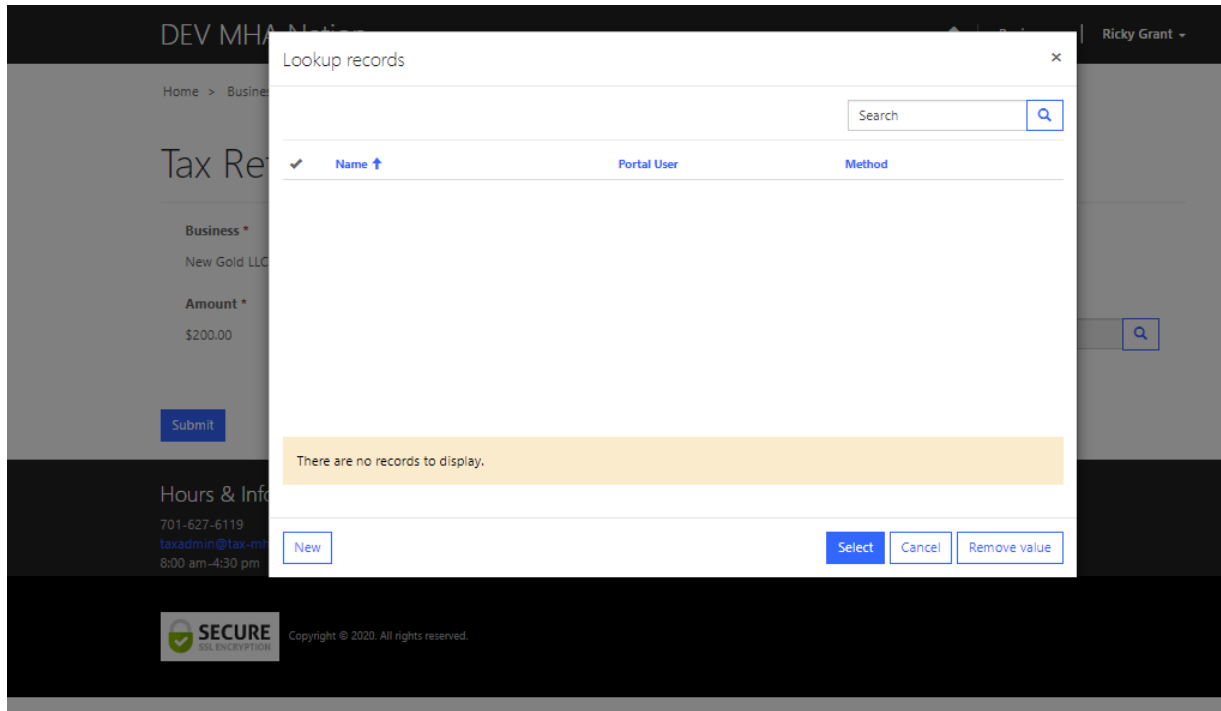
**Help**

[Alcohol Businesses Tip Sheet](#)  
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Select the magnifying glass icon and a new window will appear see next page.

**Step 32:** A look up records window will appear.



**Step 33:** Select the new button located on the bottom left corner.

DEV MHA

Home > Business

Tax Return

Business \*

New Gold LLC

Amount \*

\$200.00

Submit

Hours & Info

701-627-6119

taxadmin@tax-mi.com

8:00 am-4:30 pm

SECURE

Ricky Grant

Create a new record

Your information (for example, passwords or credit card numbers) is private when it is sent to this site.

Payment Method \*

ACH

Name on the Account \*

Bank Account Name

Bank Routing Number

Bank Account Number

Submit

**Step 34:** Enter the following information. Payment Method, Name on the Account, Bank Account Name, Bank Routing Number and Bank Account Number. After you have entered all of your bank information you will have created an ACH stored method of payment that you can use for future And current payments for this company.

The screenshot shows a web application interface. In the foreground, a 'Lookup records' dialog box is open. It has a search bar at the top right with a magnifying glass icon. Below the search bar is a table with the following data:

✓	Name ↑	Portal User	Method
✓	ACH - Rick Grant	Ricky Grant	ACH

At the bottom of the dialog box, there are four buttons: 'New', 'Select', 'Cancel', and 'Remove value'. The background shows a 'Tax Return' form with the following visible fields:

- Business \*  
New Gold LLC
- Amount \*  
\$200.00
- Submit button

The footer of the page includes contact information, a 'SECURE' logo, and a copyright notice: Copyright © 2020. All rights reserved.

**Step 35:** Select your save method of ACH payment.

DEV MHA Nation

[Home](#) | [Businesses](#) | [Ricky Grant](#)

[Home](#) > [Businesses](#) > [Tax Return ACH Payment](#)

## Tax Return ACH Payment

**Business \***

New Gold LLC

**Amount \***

\$200.00

**Paid Under Protest? \***

☒ No ☐ Yes

**Stored Payment Method \***

ACH - Rick Grant

Submit

**Hours & Info**

701-627-6119  
[taxadmin@tax-mhanation.com](mailto:taxadmin@tax-mhanation.com)  
8:00 am-4:30 pm

**Office Address**

305 4th Avenue, Suite 1300  
New Town, ND 58770

**Mailing Address**

PO Box 1969  
New Town, ND 58763

**Help**

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**Step 36:** Select the submit button and continue. Congratulations you have successfully submitted an ACH payment.

If you need more assistance. Please contact our IT Administrator.

E-Mail:

[Rick.grant@tax-mhanation.com](mailto:Rick.grant@tax-mhanation.com)

Phone:

701-421-6031