

## CASH PAYMENT INSTRUCTIONS

The Tax Division is only accepting cash payments at a **drop box** in Anchorage. The Tax Division will not accept cash payments at any other locations. Please follow the steps below when making your cash payment.

1. All cash payments must be in a division-approved deposit bag. If making a payment in person, the cash must be enclosed in the bag before entering our lobby. The bag must be no larger than 11" x 13" and must be a tamper-resistant, bank deposit type bag. Do not overstuff the bag – it must fit in the drop box slot. Use more than one bag if your payment does not fit in one. Please contact the Tax Division if you have any questions or need a sample.
2. Print a payment voucher from Revenue Online. Please verify that your voucher type and filing period are correct. Failure to do so could result in delays in processing your payment. If you are unsure which voucher type to use, please contact the Tax Division.
3. Write your name and tax account ID (from the voucher) on each deposit bag.
4. Include a copy of the voucher in each deposit bag.
5. Cash should be sorted by denomination and all bills should face the same direction. The Tax Division will not accept any mutilated or contaminated currency.
6. Bring your payment to the drop box located next to the Child Support and Permanent Fund Dividend offices in the Linny Pacillo Parking Garage, 655 F St, Anchorage, AK 99501. The lobby is open Monday through Friday from 10:00 am to 4:00 pm.
  - You must have a key to access the drop box. You can get a key from the Tax Division's Anchorage office (*Fifth Floor of Atwood Building*) or have one mailed to you.
7. If you are depositing more than 10 bags in a single month, please contact the Tax Division at 907.269.6620 for other instructions.