



TAP How to Cancel Payments

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Option 1: Converted Payment Requests & Recurring Payments

1. Log into TAP. Select “More Account Options.”

2024 Return [View or Amend Return](#)

PIT Annual

Status

Ontime - Processed

Account [Make a Payment](#)

04198384960-PIT [View Refunds](#)

Balance [File, View, or Amend All Returns](#)

\$0.00 [More Account Options...](#)

2. In the Payments panel, select “Cancel Scheduled Payments.” Complete the web request.

Payments

Set up recurring payments or view my account's payoff amount.

- [Create Recurring Payments](#)
- [Cancel Scheduled Payments](#)
- [Request Balance Forecast](#)

Letters

View letters I've received from the agency.

- [View Letters](#)
- [Submit a Document](#)
- [Request Letter of Good Standing](#)
- [Request a Current Registration Certification L](#)

Option 2

1. Log into TAP. Select the “More...” tab. In the Submissions panel, select “Search Submissions.”



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[Add to Favorites](#)

Summary **Action Center** ¹ Settings More...

es

il Subscriptions

- > View Letters
- > Submit a Document
- > Request a Current Registration Certification Letter

and Addresses

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lest Communication Request

↓ Submissions

View or search previous submissions.

> Search Submissions

2. Select the submission

Submissions

NEW MAN

Submissions are things you have submitted online.

Submissions older than 12 months can be found in the Archived Submissions section.

Pending Processed

Date	Submission	Account
12/15/2025	Make a Payment	Personal Income Tax (PIT)

3. Select "Delete."

Make a Payment

12/31/2025

Personal Income Tax (PIT)

PIT

Submitted

Confirmation #

Submitted 12/15/2025 11:23:41 by web

> Delete



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Option 3

1. Log into TAP. Select the “More...” tab. In the Submissions panel, select “Search Submissions.”

The screenshot shows the TAP user interface. At the top, there is a navigation bar with tabs: Summary, Action Center (with a red notification badge), Settings, and More... (which is selected). Below the navigation bar, there are several panels. On the right side, under the 'More...' tab, there is a 'Submissions' section with a downward arrow icon and the text 'View or search previous submissions.' Below this text is a yellow button labeled 'Search Submissions' with a right-pointing arrow.

2. Select the submission.

The screenshot shows a 'Submissions' table with a search bar at the top. The table has three columns: Date, Submission, and Account. One row is highlighted in yellow, showing the date 12/15/2025, the submission name 2024 PIT Return, and the account name Personal Income Tax (PIT).

Date	Submission	Account
12/15/2025	2024 PIT Return	Personal Income Tax (PIT)

3. Select the “Payment” tab. Select “Cancel Payment.”

The screenshot shows the 'Payment' tab for a 2024 PIT Return submission. The submission is marked as 'Processed'. It shows the date 12/31/2024, the account name Personal Income Tax (PIT), and the total due amount of \$6,166.72. At the bottom, there is a notification that the payment is scheduled for 04/20/2025 and a yellow button labeled 'Cancel Payment'.