

W-2 Pass Travel Tax Reporting Online Payment

USER GUIDE

April 2019

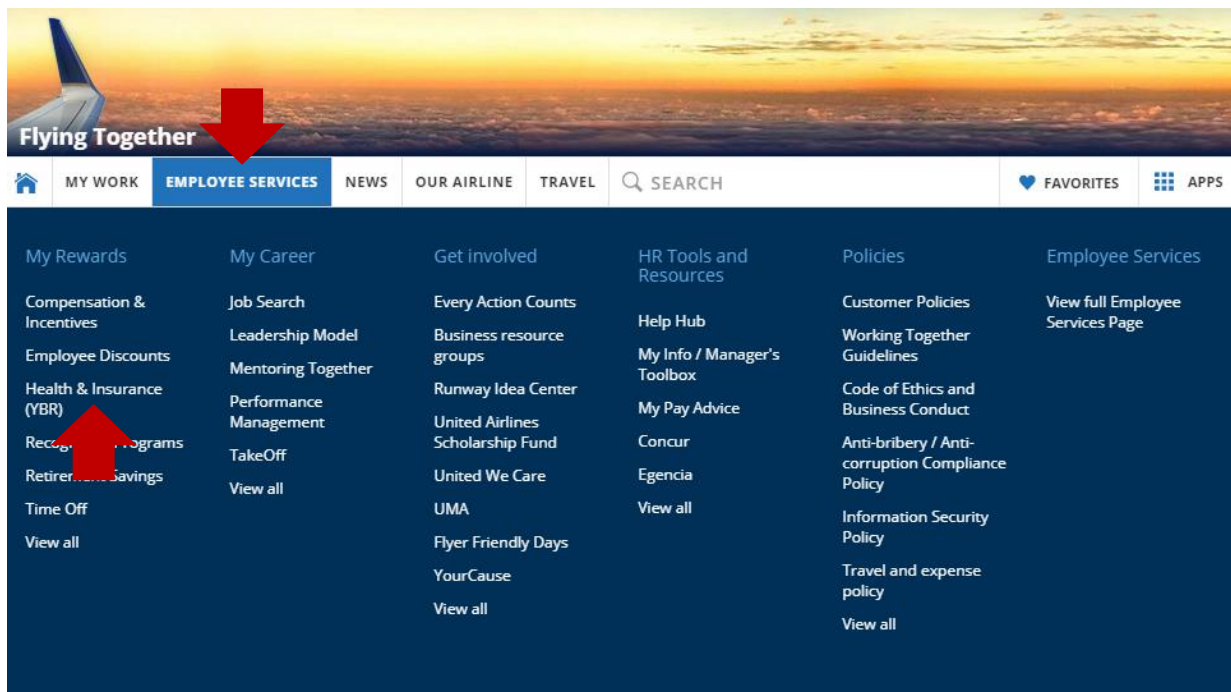
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Online Payment

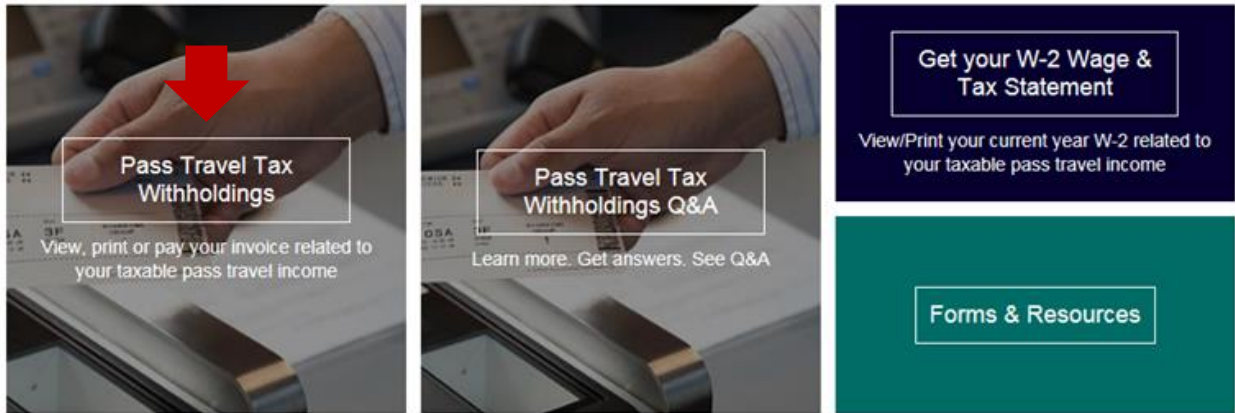
You can now pay for your quarterly travel tax liability invoice online via the Your Benefits Resources website.

Access Your Benefits Resources

From the Flying Together homepage, select “**Employee Services**” then select “**Health & Insurance (YBR)**”.



Once you're on the Your Benefits Resources landing page, select the "Pass Travel Tax Withholding" tile.



If you have a balance that is due, select the "Pay Now" tile to make an online payment.

John Doe270400047 Your Profile Chat Contacts Feedback Log Off

UNITED yourbenefitsresources™ myRewards

Home Health & Insurance Your Spending Accounts Savings & Retirement Life Changes Other Benefits Messages

Print Add to Favorites

United Airlines Travel Liability

This page shows the tax withholdings you owe associated with your taxable pass travel.
Your previous quarter past due amount is **\$0.0**. Your bill is due on **Jan 15, 2019**.

Pass Travel Information

Ticket Number	Passenger First Name	Passenger Last Name	Travel Date	Origin	Destination	Imputed Income	Tax Withholding
0160467820417	KRISTAD	SPECHT	20180620	SNA	IAH	39.00	5.47
Current Quarter Amount							\$5.47

Your Total Amount due for this invoice period is **\$5.47**.

The full amount of this quarter must be paid by the due date listed on Billing notice you received. Failure to pay may result in suspension of your pass travel privileges. **Note:** If you have made payment on your past due balance, only include your current balance with your payment.

If you want a breakdown of your Federal, State, and FICA taxes, by segment, [CLICK HERE](#)

Inquiries related to the pass travel information above should be directed to the Employee Travel Center at 1(877)-825-3729. You may also submit a service request via United Help Hub at <https://united.service-now.com/hrportal>.

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[View History](#)

View/Print your previous invoices (up to 4 previous quarters)

[Pay Now](#)

Make a one-time travel tax liability payment.

Benefits Payment Center

Account

The amount due will be automatically displayed and it is encouraged that you pay the amount that is shown.

Enter your email address (optional) if you would like a receipt of payment to be sent to you.

When you're finished, select "**Next**".

The screenshot shows a web interface for the United Travel Liability Benefits Payment Center. At the top, there is a green navigation bar with a hamburger menu icon on the left and the text "United Travel Liability" in the center. Below the navigation bar, the title "Benefits Payment Center" is displayed in a large, bold font. In the top right corner, there is a link for "Español".

A progress indicator consists of four circles connected by a horizontal line. The first circle, labeled "Account", is highlighted in green, while the other three circles, labeled "Payment", "Confirmation", and "Receipt", are grey.

The main content area contains a form with the following fields and information:

- Account Number: 270400047
- Participant Name: JOHN DOE270400047
- Email Address:
- Amount Due: 5.47

At the bottom of the form, there is a green button labeled "Next".

Payment

You add a checking, savings or business checking account as a payment method and it will be saved for future use.

To get started, select **“Add a new payment method”** and then select **“Next”**.

Account Payment Confirmation Receipt

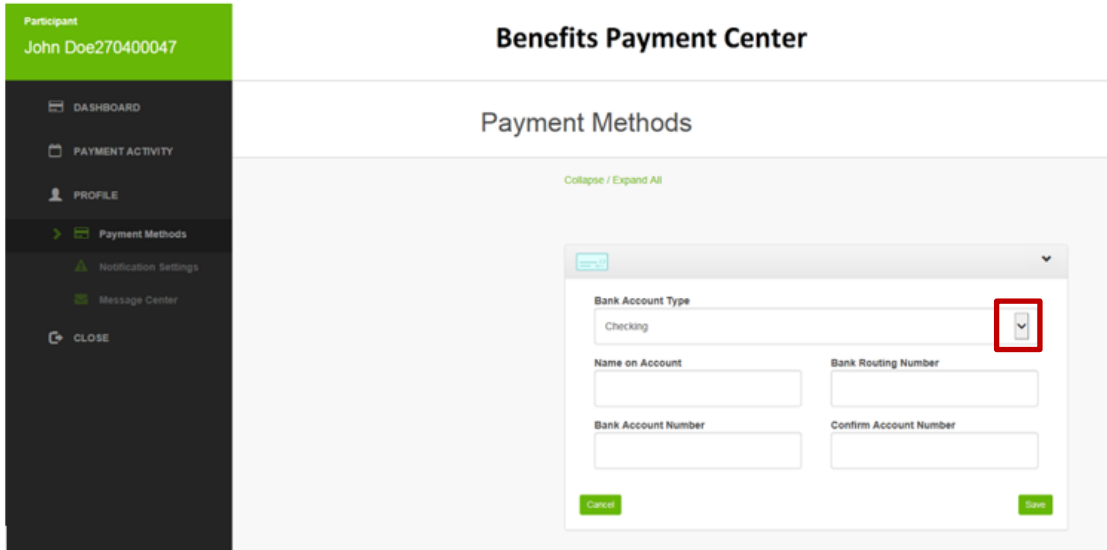
Payment Amount \$5.47

Payment Amount

5.47

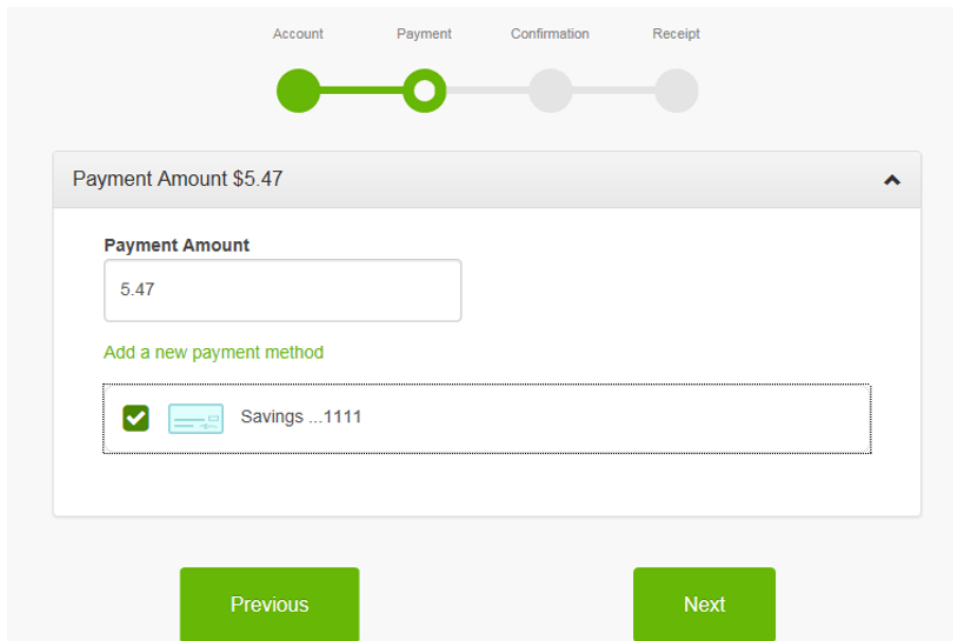
[Add a new payment method](#)

Previous Next



- Use the down arrow to select the bank account type (checking, savings, business or business checking)
- Enter the name on the account
- Enter the bank routing number
- Enter the bank account number
- Confirm the bank account number
- Select Save

After you've saved the payment method information, select the account to pay the amount due then select "**Next**".



Confirmation

If all the information is correct, select “**Pay**”. If you previously entered an email address, you’ll receive an email receipt of your payment.

Participant
John Doe270400047

DASHBOARD
PAYMENT ACTIVITY
PROFILE
CLOSE

Support
Privacy Policy
Terms and Conditions

Confirmation

Account Payment **Confirmation** Receipt

Payment Amount \$5.47

Payment Date	Customer Name
02/20/2019	JOHN DOE270400047
Email Receipt to	Payment Type
	Direct Payment
Amount Due	Account Number
5.47	270400047
Payment Method	
<input type="text"/>	
Payment Amount	
\$5.47	

By clicking Submit I authorize United Travel to electronically debit my account ending in 1111, for a payment of \$5.47 on or after 02/20/2019. Payments submitted by 6:00 PM Central Time are processed the next business day. Payments submitted after 6:00 PM Central Time are processed within 2 business days. Remember to review your current bill to see when your payment is due.

Previous **Pay**

Receipt

To print your receipt of your payment, select “**View Details**” then “**Print**”.

United Travel Liability

Benefits Payment Center

Español

Account Payment Confirmation Receipt

Success

Your payment has been successfully submitted. If you provided an email address during the payment process, you will receive an email with confirmation that your payment has been submitted.

[Logout](#) [View Details](#)

Participant
John Doe270400047

Benefits Payment Center

Receipt

Thank you for your payments

I authorize United Travel to electronically debit my account ending in 1111, for \$5.47 on or the next business day after 02/20/2019. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as today. This authorization will remain in full force and effect until I log into the web site to cancel the transaction before close of business on today's date to withdraw my authorization.

Reference #	B19051953441	
Payment Date	02/20/2019	Account Number 270400047
Customer Name	JOHN DOE270400047	Email Receipt to JOHN.DOE@UNITED.COM
Payment Type	Direct Payment	Routing Number ****2381
Bank	BMO HARRIS BANK,N.A.	
Name on Account	John Doe	Payment Method Savings ****1111
Status	Pending	Amount Due 5.47
Payment Amount	\$5.47	

[Close](#) [Print](#)