



The Easiest  
Way to Pay  
Your Federal  
Taxes



"I have found the system to be excellent. It is fast, efficient, and forgiving when an error is made...a well thought out and complete system."

*manager, hardware store*

## **Come Join the Millions!**

*Nearly 2 million businesses are using EFTPS to their benefit—saving time and money in making their Federal Tax Deposits. No more trips to the bank, lost checks, inaccurate forms, missed deadlines. With EFTPS, paying your taxes can be handled with a simple phone call.*

## **EFTPS in Brief...**

### ***It's Easy to Use***

EFTPS is a tax payment and reporting system sponsored by the U.S. Department of the Treasury, designed with busy taxpayers in mind.

Using a phone or Personal Computer (PC), you input your tax payment information and send it. That's it.

No special equipment or hook-up is needed.

If you prefer to use your PC, you can receive free EFTPS, Windows®-based software that's easy to install and use.

### ***You're In Control***

Whether you make your payments directly to EFTPS, or through a financial institution, you're in control of initiating your tax payments. Your tax due date remains the same, and no government agency has access to your account.

And you receive an Acknowledgement Number to keep as a record of your payment.



"Once I understood that this was the same technology as automatic bill payment or point-of-sale payments for groceries, I was completely comfortable with the system."

*controller, construction management company*

## ***You Decide Your Payment Method***

When you enroll in EFTPS, you can select how you want to make your payments:

- directly to EFTPS (you initiate your payment using your phone or PC)
- through a financial institution (you initiate your payments using a payment service offered by your financial institution)
- through the Same Day Payment method offered by some financial institutions.

You're encouraged to check with your financial institution for costs, deadlines, and eligibility associated with each payment method.

## ***Always At Your Fingertips***

EFTPS offers you total convenience. If you choose to make your payments directly to EFTPS, you can do so 24 hours a day, 7 days a week—as long as you initiate your payment at least one business



day before it's due.

But be assured that your funds will not move from your account until the actual tax due date, or the date you indicate.

As an added bonus, if you will be out-of-town when your tax payment is due, or you want to plan ahead, EFTPS can warehouse your payment instructions for up to 30 days in advance of the tax due date, and then automatically make your payments for you on the due date you indicate.

## ***Got A Question? EFTPS Has the Answer***

When you use EFTPS, you'll find friendly Customer Service available to help answer any questions you may have about your payments. Customer Service Centers are open Monday through Friday, 8:30am - 8:00pm ET.



## ***Enroll Today!***

Join the millions of companies already using EFTPS to save time and money. To receive your Enrollment Form and instructions, call **1-800-945-8400** or **1-800-555-4477**. Complete and mail your form to the address indicated on the form you receive. As soon as you receive your Confirmation Package and Personal Identification Number (PIN), you'll have everything you need to begin using EFTPS.

**Call today, and begin saving time and money!**

***To receive your Enrollment Form and instructions, call 1-800-945-8400 or 1-800-555-4477.***



# **EFTPS in Detail...**

## ***Payment Methods***

There are two primary payment methods with EFTPS. You can select either or both methods:

1. directly to EFTPS
2. through a financial institution

You may also choose to use the Same Day payment method offered by some financial institutions.

## ***Directly to EFTPS***

If you elect to make your tax payments directly to EFTPS, you select the ACH Debit method on your Enrollment Form.

You will instruct EFTPS to move the funds from your account to the Treasury's account on the date you designate.

You can instruct EFTPS to originate your payments by calling a toll-free number and using the automated telephone system. Or you can choose to use your PC to initiate your payment.

### ***— Here's How It Works:***

1. At least one business day prior to your tax due date, before 8:00pm ET, you access EFTPS by phone or PC. EFTPS will prompt you for the necessary information to complete your tax payment report.

2. The system processes the information reported, and if accepted, you receive an Acknowledgment Number which you should keep for your records in case of any questions at a later date.
3. Once your tax payment report is accepted, EFTPS will originate an ACH Debit transaction against your designated account.
4. The ACH Debit transaction will post against your account on the tax due date you indicated when initiating your payment. The funds will be transferred to the Treasury's account, and the tax data will be reported to the IRS to update your tax records.

### ***Through a Financial Institution***

If you elect to make your payments through a financial institution, you select the ACH Credit method on your Enrollment Form.

Using a payment service offered by your financial institution, you will instruct them to electronically move funds from your account to Treasury's account.

*Please make sure you first check with your financial institution to learn if they offer this service, how much it costs, and if you are eligible to use it. Not all financial institutions offer ACH Credit origination services.*

#### **— Here's How It Works:**

1. One or two days prior to the tax due date, you initiate the tax payment through your financial institution. The tax payment report must be made prior to your financial institution's ACH processing deadline.

2. Your financial institution will debit your account and originate an ACH Credit transaction to EFTPS, transferring the funds to Treasury's account, and the tax data to IRS for updating your tax records.

### ***Same Day Payment***

While ACH Debit and ACH Credit are the primary payment methods for EFTPS, you may use the Same Day Payment method.

Check with your financial institution for its fees. Typically, the cost of Same Day Payments is higher than the other payment methods.

### ***Payroll Company***

If you choose to allow your payroll company to make tax payments on your behalf, you should check with them for specific fees, deadlines, and instructions pertaining to enrollment in EFTPS. You will also need to determine which taxes they are paying for you. If they are not making all of your tax payments through EFTPS, you will need to enroll in EFTPS to initiate those tax payments not handled by your payroll company. It is also a good idea to enroll in EFTPS separately so that you have flexibility if you ever need to change payroll companies in the future.

***To receive your Enrollment Form and instructions, call 1-800-945-8400 or 1-800-555-4477.***

## ***Your Rights and Responsibilities***

With either EFTPS payment method, you have certain rights and responsibilities.

Those include:

- ***for direct payments, you are responsible for...***

- making your tax payment report into EFTPS at least one business day prior to tax due date;
- recording the Acknowledgment Number you receive;
- making sure your account contains the funds to cover your tax payment.

You will not be subject to penalty, if you initiated your direct payment to EFTPS timely. Acknowledgment Numbers will verify timely initiation of your payment.

- ***for payments through a financial institution, you are responsible for...***

- initiating your tax payment through your financial institution prior to its processing deadline, at least one business day prior to the tax due date;
- making sure the financial institution originates the payment on your behalf;
- making sure your account contains the funds to cover your tax payment.

If a payment is late, and the instructions were delivered to your financial institution before its deadline, any late penalty may be abated.

## ***Customer Service***

Once you enroll in EFTPS, you will have a dedicated Customer Service Center to answer any questions you may have.

# **Frequently Asked Questions About EFTPS...**

## **Q What is EFTPS?**

**A** EFTPS is a system for initiating Federal tax payments electronically instead of using paper coupons. The system is sponsored by the U.S. Department of the Treasury.

## **Q What taxes can be paid electronically?**

**A** Once you enroll in EFTPS, your business can use EFTPS to make tax payments electronically for the following taxes:

- **Form 720**— Quarterly Federal Excise Tax Return
- **Form 940**— Employer's Annual Federal Unemployment Tax (FUTA) Return
- **Form 941**— Employer's Quarterly Federal Tax Return
- **Form 943**— Employer's Annual Tax Return for Agricultural Employees
- **Form 945**— Annual Return of Withheld Federal Income Tax
- **Form 990-C**— Farmer's Cooperative Association Income Tax Return
- **Form 990-PF**— Return of Private Foundation
- **Form 990-T**— Exempt Organization Business Income Tax Return Section 4947(a)(1) Charitable Trust Treated as a Private Foundation

- **Form 1041**— Fiduciary Income Tax Return
- **Form 1042**— Annual Withholding Tax Return for U.S. Sources of Income of Foreign Persons
- **Form 1120**— U.S. Corporation Income Tax Return
- **Form CT-1**— Employer's Annual Railroad Retirement Tax Return

Make sure you check with your tax professional regarding your participation in EFTPS and which taxes should be paid through EFTPS.

### **Q** *What are your EFTPS payment options?*

**A** On your Enrollment Form, you will be asked to select from the following primary payment methods:

- directly to EFTPS (ACH Debit)
- through a financial institution (ACH Credit)

Before selecting either payment method you must check with your financial institution. Both payment methods use the Automated Clearing House (ACH) for moving funds.

You also have the option to use a Same Day Payment method, although many financial institutions typically charge significant fees for using this method.

### **Q** *What's the difference between ACH Debit and ACH Credit?*

**A** When you initiate a direct payment under the **ACH Debit** method, you instruct EFTPS to initiate

an electronic transfer of funds from your account to Treasury's by calling a toll-free number 24 hours a day, 7 days a week. In addition, you may use free Windows®-based software and your PC.

If you decide to use a payment service offered by your financial institution (**ACH Credit**), you must first determine if your financial institution will offer you this service. You instruct your financial institution to electronically move funds from your account to Treasury's account. Different financial institutions have different requirements for initiating ACH Credit transactions. You must contact your financial institution to determine its required procedures and fees associated with the service.

If you choose to use your payroll company, you should check with them for specific fees, deadlines, and instructions pertaining to EFTPS. You must still enroll in EFTPS.

### **Q** *What about security?*

**A** For you to use the direct payment method, you will receive a PIN. Your PIN must be used in combination with your Taxpayer Identification Number (TIN) to gain access to EFTPS. You have complete and exclusive control over your PIN. The government does not have access to your PIN.

**NOTE:** *If you select to pay through a financial institution, you will receive a PIN from EFTPS for payment inquiries only; it cannot be used to initiate a payment.*

**Q What are the costs of using EFTPS?**

**A** There are no fees charged by the government for originating direct transactions through EFTPS. You should check with your financial institution to learn if there will be a charge when the transaction is posted to your account. If you choose to use a service offered by your financial institution or payroll company, make sure you check with them regarding any fees.

**Q How do you enroll?**

**A** You enroll by completing IRS Form 9779 Business Enrollment Form and mailing it to the EFTPS Enrollment Center. Once you are enrolled and receive confirmation of your enrollment, you can begin to make tax payments electronically.

*To receive an Enrollment Form and instructions, call 1-800-945-8400 or 1-800-555-4477.*

**Q What happens after enrollment?**

**A** Once you have completed and mailed your Enrollment Form, EFTPS processes your enrollment and sends you a Confirmation Packet including a step-by-step Payment Instruction Booklet. Under separate cover you will receive your PIN. Once you receive your PIN, you may begin making payments.

*NOTE: If your Enrollment Form is incomplete and cannot be processed, you will receive notification from EFTPS regarding any missing information.*

**Q What if you use a Payroll Company?**

**A** Check with your payroll company to determine which taxes they are paying on your behalf. If they are not making all of your tax payments through EFTPS, then you will need to enroll separately in EFTPS to initiate those tax payments not handled by your payroll company. It is also a good idea to enroll in EFTPS separately so that you have flexibility if you ever need to change payroll companies in the future.

**Q Does the government have access to my checking account?**

**A** No. No one has access to your account unless you allow them.

**Q Who controls making the payments?**

**A** You do. As the taxpayer, you are in total control of initiating all your tax payments through EFTPS. At your instruction, each tax payment will be made either directly through EFTPS, or through a financial institution.





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