

YOUR GUIDE FOR PAYING TAXES THE EASY WAY—ELECTRONICALLY.



WHAT IS EFTPS?

The Electronic Federal Tax Payment System (EFTPS) is a free service from the U.S. Department of the Treasury. EFTPS is a convenient way to make federal tax payments online or by phone, 24/7.

EFTPS is secure and easy to use—enabling you to schedule your payments in minutes.

Businesses can schedule payments once the liability is determined up to 120 days in advance.

Individuals can schedule estimated payments up to 365 days in advance.

HOW DO I ENROLL?

1 Gather the following information:

- Taxpayer Identification Number (Employer Identification Number or Social Security Number)
- Bank account number and routing number
- Address and name as they appear on your IRS tax documents

2 Visit www.eftps.gov

- Select the Enrollment tab
- Enter the requested information
- Select Business or Individual
- Submit

3 Get your temporary Internet password.

After you receive your PIN, call **1.800.982.3526** to get a temporary Internet password.

HOW DO I MAKE A TAX PAYMENT USING EFTPS?

Payments must be scheduled at least one calendar day prior to the tax due date (before 8:00 p.m. ET).

Remember, you can use EFTPS to make all federal tax payments and to review up to sixteen months of your tax payment history.

ONLINE:

1 Visit www.eftps.gov and select “Make a Payment.”

2 Log in with your EIN/SSN, PIN, and Internet password.

Note: For your added security, the first time you visit www.eftps.gov, you will be prompted to change this password.

3 Enter the payment information in the step-by-step screens.

4 When you're finished, save a copy of the Payment Confirmation page. This contains your EFT Acknowledgment Number that acts as a receipt for your payment instruction.

PHONE:

1 Call **1.800.555.3453**.

2 Enter your EIN/SSN and PIN.

3 Press 1 to make a payment.

4 Follow the prompts to complete your payment.

5 Record your EFT Acknowledgment Number.

USING A TAX PROFESSIONAL?

If a payroll company, accountant, or other third party makes any federal tax payments for you, be sure to review this information with that entity.

QUESTIONS?

EFTPS Customer Service for Businesses at **1.800.555.4477** | EFTPS Customer Service for Individuals **1.800.316.6541**



**IF A PAYROLL COMPANY, ACCOUNTANT,
OR OTHER THIRD PARTY MAKES ANY
FEDERAL TAX PAYMENTS FOR YOU, BE
SURE TO REVIEW THIS INFORMATION
WITH THAT ENTITY.**

Remember, you can use EFTPS to make all federal tax payments.

**ANY QUESTIONS? Call Customer Service at
1-800-555-4477, 24 hours a day, 7 days a week.**

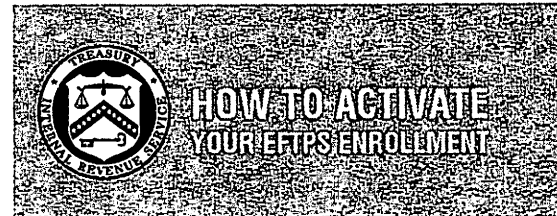


eftps.gov

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. We need this information to ensure that you are complying with the revenue laws and to allow us to figure and collect the right amount of tax. Our authority to ask for this information is 5 U.S.C. 301 and Internal Revenue Code sections 6001, 6011, 6012, and their applicable regulations. Section 6109 requires filers to provide their SSN or other identifying numbers. The information will be used to enroll you in the Electronic Federal Tax Payment System (EFTPS) and to ensure that payment(s) are properly credited to the appropriate account(s).

Generally, tax returns and return information are confidential, as stated in section 6103 of the Internal Revenue Code. However, section 6103 allows or requires the Internal Revenue Service to disclose such information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. If you are required by regulation to use electronic funds transfer to make your deposits, your response is mandatory; failure to provide all of the requested information or providing false or fraudulent information may subject you to penalties. If you are not required by regulation to use electronic funds transfer, your response is voluntary; failure to provide all of the requested information may prevent processing of this form, and providing false or fraudulent information may subject you to penalties. If you are not required to use electronic funds transfer to pay taxes owed, you need to pay the taxes due by another method.

You are not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The time needed to provide this information will vary depending on individual circumstances. The estimated average time is ten minutes. If you have comments concerning the accuracy of this time estimate or suggestions for reducing this burden, we would be happy to hear from you. You can write to the IRS Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR 6526, Washington, DC 20224. Please do not send the enrollment form to this address.



**YOU ARE NOW READY TO ACTIVATE
YOUR EFTPS ENROLLMENT.**

Please have this information handy when you call:

- Employer Identification Number (EIN)
- EFTPS Personal Identification Number (PIN)
- Banking account information
- Phone number of primary contact



**EFTPS IS A SERVICE PROVIDED FREE BY THE
U.S. DEPARTMENT OF THE TREASURY.**

ACTIVATING YOUR ENROLLMENT

1 CALL 1-800-555-3453.

Enter your EIN and the PIN you received in the mail from EFTPS. If you're calling from outside the U.S., please call 303-967-5916.

2 ENTER YOUR FINANCIAL INSTITUTION INFORMATION,

including account number, bank routing number, and account type (savings or checking) when instructed.



The voice response system will repeat the number you entered so you can either confirm or correct the number.

3 RE-ENTER YOUR PIN

4 ENTER THE PHONE NUMBER

of the person to contact in case of questions regarding your EFTPS enrollment. This could be you or a member of your staff.

5 RECORD THE ENROLLMENT NUMBER

and keep for future reference.



MAKING A FEDERAL TAX PAYMENT

EFTPS ONLINE



1. Go to EFTPS.gov and click on "Log In."
2. Click on "Need a Password" and follow the instructions.
3. Select "Log In" again and use your EIN, PIN, and the password you just set.
4. Enter the payment information in the step-by-step screens that follow.
5. When you're finished, print out a copy of the "Payment confirmation" page. This contains your EFT Acknowledgment Number that acts as a receipt for your payment instruction.

EFTPS BY PHONE



1. Call 1-800-555-3453.
2. Enter your EIN and PIN.
3. Press 1 to make a payment.
4. Follow the prompts to complete your payment.
5. Record your EFT Acknowledgment Number.

Payments must be scheduled via EFTPS by 8 p.m. ET the day before the due date to be timely with the IRS.

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