



# *Payment Instruction Booklet*

*Business*

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Now that you are enrolled in the Electronic Federal Tax Payment System (EFTPS), you can make **all** of your federal tax payments using EFTPS. EFTPS will accept tax payments for any IRS tax form. You are responsible for filing a tax return with the IRS by the due date.

EFTPS is easy to use. When you make your tax payments through EFTPS, you have the flexibility of choosing your payment method.

#### **EFTPS-Direct**



**Y**ou can make your tax payment **directly** through EFTPS, which will, based on your instructions, initiate a **debit** transaction against your bank account. When you choose to initiate your tax payment directly through EFTPS, the system will prompt you to provide the payment information needed to update your tax records at the IRS.

With EFTPS-Direct you have a choice of the payment methods you prefer to use—use one or all of them interchangeably or as back-up:

- EFTPS-OnLine (Internet access to your EFTPS account)
- EFTPS-PC Software (Windows®-based software for transmitting without Internet access)
- EFTPS-Phone (the automated voice response system)

24 hours a day, 7 days a week, from office or home, you can make your federal business tax payments using all of the options available to you from EFTPS.

To use EFTPS-OnLine you will be required to obtain an Internet Password. Instructions for obtaining your Password are included in your Confirmation/Update Package and on page 1.

**O**r, you can deliver your tax payment **electronically** to EFTPS by using a service offered by your financial institution. Your financial institution will send a credit transaction to the Treasury's General Account on the date you indicate.

#### **EFTPS-Through a Financial Institution**



**PLEASE NOTE:** For EFTPS-Through a Financial Institution you must check with your financial institution to make sure they offer an ACH Credit origination service and that you are eligible to use the service.

If your financial institution does not offer the service, you will need to find a financial institution which offers the service or complete a new EFTPS Business Enrollment Form 9779 to select EFTPS-Direct as the payment method. Please contact EFTPS Customer Service to request an enrollment form or visit [www.eftps.gov](http://www.eftps.gov) to complete a new enrollment.

EFTPS offers a same-day payment method as a primary payment method or back up to the other EFTPS payment methods. You must check with your financial institution to make sure they can fully support Same-Day Payments. To ensure your same-day payment is processed correctly, we recommend that you enroll in EFTPS. For emergency situations, non-enrolled payments using Same-Day Payment will be accepted.

**Remember, you can use EFTPS to make all Federal Tax Payments.**

**Please retain this booklet for future reference.**

# Quick Reference Tips



## Before You Make Your First Payment

Review your Confirmation Package as soon as possible to identify any possible discrepancies. Follow the instructions (see page 2) to make any changes to your enrollment information using the EFTPS Business Confirmation/Update Form 9787.

Refer to this Payment Instruction Booklet for information on your Personal Identification Number (PIN) – how to replace or cancel/disable it, and how to request multiple PINs. Your PIN is mailed separately from your Confirmation Package (see page 5 and 6).

**Please Practice** – Use the EFTPS-Phone Practice System before you make your first EFTPS-Direct payment (1-800-572-8683).

**Please Be Prepared** – Gather all your payment information before you call or log on. There is a long form worksheet in this Payment Instruction Booklet on pages 11 and 12 that you can photocopy, as well as a short form on page 13.



### Here's what you'll need to have ready before you make your EFTPS-Direct payment electronically:

- **EIN** (Employer Identification Number—your 9-digit number)
- **PIN** (Personal Identification Number—your 4-digit number)
- **Tax Form Number** (Form number—941, 720, etc. Please refer to this Payment Instruction Booklet, pages 17-21, 2nd column titled "Voice Response EFTPS Form Number" for the EFTPS Code corresponding to the IRS Tax Form you're paying)
- **Tax Payment Type** (classification of your payment: a *Federal Tax Deposit*, *payment on a return*, or *payment of a deficiency notice*. If you have been using a coupon to make this payment, you would indicate "*Federal Tax Deposit*." Other types of payments are available through the EFTPS operator.
- **Tax Period** (the period for which you are paying taxes. For annual forms, such as Forms 940 or 1120, this is the 2-digit tax year. For quarterly forms, such as Form 941, this is the 2-digit tax year and the 2-digit month.) (see pages 17-21)
- **Amount** (your payment dollar amount)
- **Subcategory Code** (for Forms 720, 941 and CT-1. For these taxes, if you indicate subcategory breakouts, this information must balance to the total payment amount.) (see page 21)
- **Settlement Date** (usually the tax due date. See page 10, "Worksheet Definitions" for further explanation.)
- **Internet Password** (for EFTPS-OnLine only. See page 1) A 6-12 character word with at least one alpha and one numeric.



If you enrolled to make payments **using EFTPS-Direct...** (see pages 7-14)

### **Please Note –**

Only EFTPS-Direct enrollees can use the Internet, free PC software, or toll-free phone to make EFTPS payments.

- **Payment Scheduling...** as an added convenience, EFTPS offers business taxpayers who choose EFTPS-Direct the option of making their Tax Payment up to 120 days in advance of the tax due date. EFTPS will schedule the Tax Payment instructions and your account will be debited on the tax due date you indicate. You may cancel a scheduled Tax Payment up until 8:00 p.m. Eastern Time at least two business days prior to the settlement date. For example, a payment due to settle on Friday must be cancelled by 8:00 p.m. Eastern Time Wednesday.
- You are also automatically enrolled for EFTPS-Through your Financial Institution. There is no need to complete a new enrollment form if you choose to use this payment option in the future.



If you enrolled to make your payments **using EFTPS-Through a Financial Institution...** (see page 16)

- You must check with your financial institution to make sure they can initiate EFTPS tax payments for you and that you are eligible to use their service. **Not all financial institutions offer this service.** Ask about deadlines, capabilities and fees.
- If you change your mind and want to use EFTPS-Direct, you will need to complete a new Enrollment Form. Contact EFTPS Customer Service as soon as possible or visit [www.eftps.gov](http://www.eftps.gov) to complete a new enrollment.

**Customer Service: 24 hours a day/7 days a week**

English Speaking: 1-800-555-4477

**EFTPS-OnLine Customer Service:**

1-800-555-8778



# Introducing... EFTPS-OnLine

## Introducing EFTPS-OnLine



If you enrolled for EFTPS-Direct, you can use EFTPS-OnLine to make a payment, cancel a payment, review your payment history, change bank account information, or make changes to your enrollment information once you have a valid Employer Identification Number (EIN), Personal Identification Number (PIN) and Internet Password.

The EFTPS Internet payment feature requires you to have a valid EIN, PIN and Internet Password to continue beyond the EFTPS security logon screen and have internet access to your account information. Once you've been authenticated, you have access to the full functionality of the EFTPS Web Site.

## How to Obtain Your Internet Password



- 1** Locate the original Confirmation/Update form and PIN letter you received by mail when you enrolled in EFTPS.
- 2** Call the EFTPS-OnLine Internet Password Number 1-800-982-3526 and when requested, enter your:
  - EIN
  - PIN
  - And the last 8 digits of your Enrollment Trace Number located on your Confirmation/Update form.
- 3** Follow the instructions you receive and the Voice Response System will give you your temporary Internet Password. **Please note:** the first time you access EFTPS-OnLine, you will be asked to change your temporary Internet Password.

## Make Your Password Yours!

You are required to change your temporary Internet Password the first time you access EFTPS-OnLine:

- It must be 6 to 12 characters in any combination, with at least one letter and one number.
- The percent (%) and underscore (\_) characters cannot be included as part of an Internet Password.
- **Keep in mind your password is case sensitive...** a capitalized letter must always be capitalized.

**For example: "R179\$Psk"**

You will have a unique Internet Password for each EFTPS PIN you have. **Do not disclose your Internet Password to anyone. No one from EFTPS will ask you for your Password.**



# Enrollment and PIN Information



## How to Change EFTPS Enrollment Information



**PLEASE NOTE:** Review and retain the EFTPS Business Confirmation/Update Form 9787 you received with the enrollment confirmation package. You need to use this form for changes to your enrollment information.

## Changes to IRS Taxpayer Information

If you are making any changes to the IRS Taxpayer Information, you **must** contact the IRS to make these changes. IRS Taxpayer Information includes:

- 1** Employer Identification Number (EIN)
- 2** Business Taxpayer Name
- 3** Business Address, including City, State, Zip Code, and Province, Country and Postal Code

The IRS toll free number is: **1-800-829-1040**. Please contact the IRS to receive instructions for making changes to any of the above information.

*See pages 3-5 for other enrollment changes.*



**To change your EIN, Business Taxpayer Name or Business Address call the IRS toll-free at 1-800-829-1040.**

continued

## Changes to Contact Information and Payment Amount Limits...

### Using the EFTPS Business Confirmation/Update Form 9787



It is important that EFTPS has current information regarding your Primary Contact Name (especially if this is not the business taxpayer), mailing address, and telephone number. The Primary Contact Address is used for correspondence concerning EFTPS.

If you have changes to Primary Contact Name, Primary Contact Address, Primary Contact Telephone Number and Payment Amount Limits, please use the EFTPS Business Confirmation/Update Form 9787 you received confirming successful completion of EFTPS enrollment. Please make all changes on the Business Confirmation/Update Form 9779, sign the Form and mail it to:

**EFTPS  
P.O. Box 173788  
Denver, CO 80217-3788**

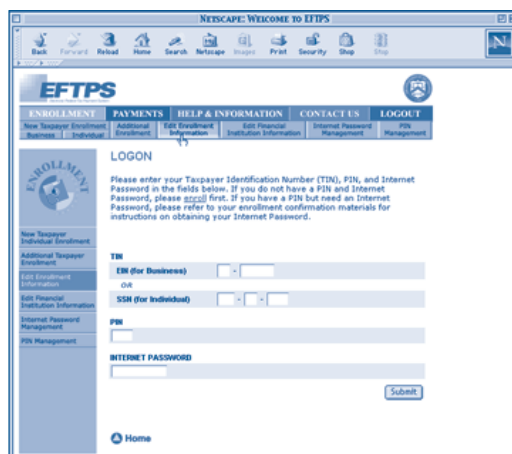
If you cannot locate the EFTPS Business Confirmation/Update Form 9787, please contact the EFTPS Customer Service Center at **1-800-555-4477**. You will need to have your EIN and PIN when calling.



**PLEASE NOTE: You must sign the Business Confirmation/Update Form 9787 or EFTPS will not be able to process your changes.**

### Using EFTPS-OnLine: [www.eftps.gov](http://www.eftps.gov)

To change your contact information through EFTPS-OnLine, click on the "Edit Enrollment Information" tab. Follow the on-screen instructions.



The screenshot shows the EFTPS OnLine website interface. At the top, there is a navigation menu with tabs for ENROLLMENT, PAYMENTS, HELP & INFORMATION, CONTACT US, and LOGOUT. Below the menu, there are sub-tabs for New Taxpayer Enrollment, Additional Taxpayer Enrollment, Edit Enrollment Information, Edit Financial Institution Information, Internet Password Management, and PIN Management. The main content area is titled "LOGON" and contains instructions: "Please enter your Taxpayer Identification Number (TIN), PIN, and Internet Password in the fields below. If you do not have a PIN and Internet Password, please click first. If you have a PIN but need an Internet Password, please refer to your enrollment confirmation materials for instructions on obtaining your Internet Password." There are input fields for TIN (for Business) or SSN (for Individual), PIN, and INTERNET PASSWORD, along with a Submit button.





## Changes to Financial Institution Information...



### Using the EFTPS Business Confirmation/Update Form 9787

If you prefer to make your financial institution changes using a paper form, make your changes on the Business Confirmation/Update Form 9787 you received when you enrolled and mail the form to the address shown on the form.

**You will receive a new PIN by mail. Once you receive the PIN for the new financial institution and account, please contact EFTPS Customer Service for information on deleting or disabling the old PIN for the previous financial institution and account number information.**



**PLEASE NOTE:** If you have scheduled payments associated with the old financial institution account number, you will need to keep this account active until those payments have been completed or you may cancel the scheduled payments and re-initiate them on your new bank account. Please see "How to Cancel a Tax Payment" on page 14 for cancellation guidelines.

### Using EFTPS-Phone (Voice Response System)

You can also change your financial institution information using EFTPS-Phone. Simply follow the phone prompts: to add new bank account information, press 3. You will then be prompted for your new financial institution information.

**You will receive a new PIN by mail. Once you receive the PIN for the new financial institution and account, please contact EFTPS Customer Service for information on deleting or disabling the old PIN for the previous financial institution and account number information.**

### Using EFTPS-OnLine: [www.eftps.gov](http://www.eftps.gov)

If you wish to change your financial institution information (i.e., change bank accounts), you can submit your changes online using EFTPS-OnLine. Click on "Edit Financial Institution Information" in the "Enrollment" section.

The screenshot shows a Netscape browser window titled "WELCOME TO EFTPS". The page has a navigation menu with "ENROLLMENT", "PAYMENTS", "HELP & INFORMATION", "CONTACT US", and "LOGOUT". Under "ENROLLMENT", there are links for "New Taxpayer Enrollment (Business, Individual)", "Additional Taxpayer Enrollment", "Edit Financial Institution Information", "Edit Taxpayer Information", "Internal Password Management", and "PIN Management". The "LOGON" section contains the following text: "Please enter your Taxpayer Identification Number (TIN), PIN, and Internet Password in the fields below. If you do not have a PIN and Internet Password, please scroll first. If you have a PIN but need an Internet Password, please refer to your enrollment confirmation materials for instructions on obtaining your Internet Password." Below this text are input fields for "TIN", "PIN", and "INTERNET PASSWORD". There are also checkboxes for "EIN (for Business)", "OR", and "SSN (for Individual)". A "Submit" button is at the bottom right of the form.

**You will receive a new PIN by mail. Once you receive the PIN for the new financial institution and account, please contact EFTPS Customer Service for information on deleting or disabling the old PIN for the previous financial institution and account number information.**



**Remember:**  
When you change your financial institution information you will receive a new PIN.



Once your financial institution changes have been verified, you will receive new Confirmation materials and a new PIN (under separate cover). Your new PIN will be mailed to the IRS official address of record. Do not delete your current PIN until you receive your new PIN.

**EFTPS-OnLine will display a message indicating that any payments scheduled for a future date will be withdrawn from the current bank account (not the new one).**

When you receive your new PIN by mail, you will need to request a new Internet Password to accompany the new EIN/PIN combination. Call the EFTPS-OnLine Internet Password phone number contained in your Confirmation materials to receive your new Internet Password.

## ***How to Replace or Cancel/Disable a PIN***

To replace or cancel/disable a PIN that has been lost, forgotten or compromised, you must contact the EFTPS Customer Service Center at **1-800-555-4477**. The following steps will occur when you call:

- 1** EFTPS Customer Service Representative will ask for your EIN, PIN and your Enrollment Trace Number from the EFTPS Business Confirmation/Update Form 9787.



**PLEASE NOTE: EFTPS Customer Service can re-issue a new PIN even if you cannot locate the EFTPS Business Confirmation/Update Form 9787.**

- 2** After the EIN, PIN and Enrollment Trace Number has been verified, you will request that EFTPS replace or cancel/disable your existing PIN.
- 3** *If you have a single PIN* that has been lost or compromised, that PIN will be canceled. EFTPS will not assign a new PIN unless you request one.


*If you have multiple PINs* assigned to different parties, EFTPS will only cancel/disable the PIN you request. A new PIN will not be assigned unless you specifically request one.

*If a replacement PIN is requested* the new PIN will be mailed to the Primary Contact Address on your enrollment. (If you enrolled using EFTPS-OnLine, the new PIN will be mailed to the IRS Address of Record.) You will receive your new PIN via First Class Mail within approximately 5-7 days.

*If you have forgotten your PIN*, upon your request, the same PIN will be mailed to the Primary Contact Address.



**PLEASE NOTE: When using your old PIN, funds will be debited from the bank account associated with that PIN. You will receive the new PIN via First Class Mail within approximately 5-7 days.**



**Remember, when you receive your NEW PIN, to use EFTPS-OnLine you will also need to obtain an Internet Password by calling 1-800-982-3526 (see page 1).**





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## ***Multiple PINs***

If you allow different parties (i.e., accountants, employees, etc.) to make tax payment reports on your behalf, you should contact the EFTPS Customer Service Center to request that a specific number of PINs be assigned to your Employer Identification Number. EFTPS will mail the requested PINs to you via First Class Mail. You can then assign a separate PIN to each person. By assigning a PIN to each person, you can cancel a person's PIN if it is compromised or they are no longer allowed to make tax payments on your behalf. However, at least one PIN must be assigned to keep an enrollment active.

**NOTE:** Remember that each PIN has a corresponding EFTPS Business Confirmation/Update (Form 9787) Enrollment Trace Number so that you may match the PIN to the appropriate bank account.

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## ***EFTPS Enrollment Forms***

If you need additional EFTPS Enrollment Forms, please contact the EFTPS Customer Service Center at **1-800-555-4477**.



# EFTPS-Direct

## How to Make a Tax Payment with EFTPS-Direct

When using the **EFTPS-Direct** payment method, you have the option of making your tax payments to EFTPS using the Internet (*EFTPS-OnLine*), the PC Tax Payment software application (*EFTPS-PC Software*), or by phone using the Voice Response System (*EFTPS-Phone*). EFTPS-PC Software contains separate instructions for installation and use. To obtain EFTPS-PC Software and instructions contact EFTPS Customer Service at 1-800-555-4477.



**PLEASE NOTE: The tax payment instructions must be completed before 8:00 p.m. Eastern Time at least one calendar day prior to the tax due date.**

## How to Make a Tax Payment with EFTPS-OnLine

Making a tax payment online has never been easier. Here are the steps:

- 1** At least one calendar day prior to the tax due date (prior to 8:00 p.m. ET), access EFTPS-OnLine. Click on "Payments" and select "Make a Tax Payment."
- 2** EFTPS will display a Logon screen and ask for your Employer Identification Number (EIN), Personal Identification Number (PIN) and Internet Password. The EIN/PIN/Internet Password combination represents the secured access into the system. Once the EIN/PIN/Internet Password are verified, EFTPS will prompt you for the tax payment information needed to complete the tax payment instructions — tax form, tax payment type, subcategory information (if applicable), tax period, settlement date, and tax payment amount.

The screenshot shows a web browser window titled "NETSCAPE: WELCOME TO EFTPS". The address bar contains the URL: "http://eta.cleary/EFTPS/INTERNET/Pro/buy/Flow/REG2016\_home/00homeofr.asp?et=1604". The page header includes the EFTPS logo and navigation links: "ENROLLMENT", "PAYMENTS", "HELP & INFORMATION", "CONTACT US", and "LOGOUT". The main content area is titled "INDIVIDUAL: MAKE A TAX PAYMENT" and features a "PAYMENTS" sidebar. The form includes two dropdown menus: "TAX FORM" with "Select Tax Form" and "TAX TYPE" with "Select Tax Type". There are "Home" and "Next" buttons at the bottom of the form area.





**3** Once you click "Submit," EFTPS processes the tax payment information you input, and if accepted, you will receive an EFT Acknowledgement Number as a receipt of your payment. Keep this number for your permanent records. **You may also wish to print the payment confirmation page for your records.**

**4** Once your tax payment instructions are accepted, EFTPS will initiate a debit against your bank account on the date you indicated. Your records will be updated with IRS.

That's it. You're done.

### ***How to Make a Tax Payment Using EFTPS-PC Software***

EFTPS-PC Software is available to taxpayers who wish to make an EFTPS-Direct tax payment using a personal computer. The software provides many of the conveniences you have come to expect from Windows®-based software applications: ease of use, user friendly pull-down menus and context-sensitive Help. To receive a copy of the EFTPS-PC Software, please call 1-800-555-4477 or you may download the software at [www.eftps.gov](http://www.eftps.gov) under the **HELP-Download** section.

### ***How to Make a Tax Payment Using EFTPS-Phone (Voice Response System)***

Basic steps for making a tax payment are:

- 1** Gather your information and enter it on the worksheet (see pages 11 and 12).
- 2** Call the Tax Payment toll-free number.
- 3** Follow the Voice Prompts.
- 4** Record your EFT Acknowledgement Number.

The EFTPS Voice Response System (VRS) may be accessed 24 hours a day, 7 days a week. Before accessing the EFTPS VRS, complete the EFTPS-Direct Payment Worksheet (see pages 11 and 12). If you are a first time user, you may practice by calling 1-800-572-8683 and use the same worksheet.

**The EFTPS Tax Payment toll-free telephone number is:**

<b>English Speaking:</b>	<b>1-800-555-3453</b>
<b>en español:</b>	<b>1-800-466-4829</b>
<b>TDD (Hearing Impaired):</b>	<b>1-800-990-4829</b>

By completing the EFTPS-Direct Payment Worksheet, you ensure that you have all the deposit or tax payment information needed to successfully complete the tax payment instructions. You should complete multiple worksheets if you are making tax payments for different tax forms or if you are making tax payments for different EIN's. Please refer to the IRS Tax Form Numbers/Codes (see pages 17-21) for tax periods and other tax payment information.



**PLEASE NOTE:** You will find a blank EFTPS-Direct Payment Worksheet on pages 11 and 12 of this EFTPS Payment Instruction Booklet. You can make photocopies to use each time you make your tax payment to EFTPS. You may want to use the short worksheet form (page 13) after you are comfortable with the system.

The EFTPS-Direct Payment Worksheet is designed to assist you in making your federal tax payments by phone. It illustrates how easy it is to use this system. The EFTPS Voice Response System guides you effortlessly through your tax payment instructions. You will be transferred automatically to a voice operator if you encounter any problems making your tax payment.

## ***Subcategory Amounts for Tax Forms 941, CT-1, and 720 (Using the Voice Response System)***

The EFTPS VRS will prompt you for subcategory amounts for Forms 941, CT-1, and 720. Summary information for these subcategories is reported by EFTPS to the Department of the Treasury on a daily basis for investment purposes only. This information is not reported to the IRS and has no effect on the amounts reported on these IRS tax returns.

- 1** The VRS will not accept negative numbers in the subcategory amounts.
- 2** The Form 941 Social Security amount to be entered is the FICA amount and includes both the employer and employee contributions.
- 3** Advanced Earned Income Credit (AEIC) is subtracted from the withholding amount.

The subcategory amounts reported into EFTPS must balance to the total payment amount. You should enter all subcategory amounts for Forms 941 and CT-1, and when making a Form 720 payment. If you do not have the subcategory amounts available, you may enter “zero” and “#” to advance to the next VRS prompt.



**Once enrolled in EFTPS-Direct, you can use Payment Scheduling at any time; it's particularly useful when you are out of town.**

## ***Payment Scheduling***

With EFTPS, you do not have to wait until the day before the tax due date to make your tax payment. EFTPS offers a **Payment Scheduling feature** to taxpayers choosing the **EFTPS-Direct** payment method. With Payment Scheduling, you may instruct EFTPS to make your tax payment up to 120 days in advance of your tax due date. **EFTPS will store the tax payment instructions and your bank account will be debited on the date you indicate.**





## How to **PRACTICE** Making a Tax Payment—EFTPS-Phone (Voice Response System)

With EFTPS, you can **practice** making an EFTPS tax payment using the EFTPS VRS. The EFTPS VRS Tutorial System allows you to practice with the script prompts and become comfortable using your telephone keypad before making a live payment. The Worksheet (see pages 11 and 12) will guide you through as you **practice** making an EFTPS payment.

EFTPS-Phone Tutorial System toll-free telephone numbers:

<b>English Speaking:</b>	<b>1-800-572-8683</b>
<b>en español:</b>	<b>1-800-572-8683</b>



**PLEASE NOTE:** The toll-free numbers above are to be used to *practice* making tax payments *only!* The practice confirmation number you will receive is 999-99999. To make *live* tax payments see the *EFTPS-Direct Payment Worksheet* on pages 11 and 12. Once you are comfortable with the voice response prompts, you may want to consider using the short worksheet (page 13).

## Worksheet Definitions

**Personal Identification Number (PIN)** – 4-digit secured access to EFTPS, to which only you have access. Your PIN must be provided when you are initiating an EFTPS-Direct transaction. If you choose to use EFTPS-Through a Financial Institution, your PIN must be used to access EFTPS Payment History through EFTPS Customer Service.

**Settlement Date** – The business date on which your designated bank account will be debited. This is usually the tax due date. Your tax payment must be reported at least one calendar day prior to the settlement date. Remember, the settlement date must be a business date and cannot be Saturday, Sunday or a federal holiday. The EFTPS daily tax payment deadline for EFTPS-Direct is 8:00 p.m. Eastern Time. (Payments made after 8:00 p.m. Eastern Time will be applied to the second business day).

**Tax Period** – The period for which a tax form and related taxes are due. It is reported as a 4-digit year and month combination: the last 2 digits of the tax year followed by the 2-digit month. NOTE: Some tax forms will not require you to enter a 2-digit tax month.

**EFT Acknowledgement Number** – For an EFTPS-Direct payment, you receive your EFT Acknowledgement Number when your tax information has been accepted by EFTPS. For an EFTPS-Through a Financial Institution payment, an EFT Acknowledgement Number is assigned once your payment has been received and processed by EFTPS. You may contact EFTPS Taxpayer Customer Service on the tax due date to receive your EFT Acknowledgement Number for an EFTPS-Through a Financial Institution or Same-Day Payment.

# EFTPS-Direct Payments Worksheet (Long Form)



**EFTPS Voice Response System (Photocopy this worksheet for future use.)**

**To practice using  
this worksheet  
before making a  
live payment call:  
1-800-572-8683.**

**1** You dial: **1-800-555-3453**

EFTPS responds: "Welcome to the Electronic Federal Tax Payment System"  
"At any time during this call you may press the (\*) key to repeat the current prompt."

EFTPS prompts: "Enter your 9-digit Taxpayer Identification Number" (TIN)

**2** You enter:

EFTPS prompts: "Enter your 4-digit PIN" (Personal Identification Number)

**3** You enter:

EFTPS prompts: "For a payment, press 1. For a cancellation, press 2."

**4** You enter: **Press 1 (To initiate a tax payment), Press 2 (for cancellation)**

EFTPS prompts: "Enter the Tax Form followed by the pound (#) sign."

**5** You enter:

EFTPS responds: "You entered Tax Form/Tax Description."

EFTPS prompts: (System will prompt for tax type for tax form selected)

**6** You enter: **1-digit number for Tax Payment Type (Select Tax Payment Type from VRS Prompt)**

EFTPS prompts: "Enter the last 2 digits of the tax filing year for this payment."  
(Example: 02 for tax filing year 2002)

**7** You enter:   (2-digit tax filing year)

EFTPS prompts: "Enter the 2-digit tax filing month for this payment."  
(Example: 09 for tax filing month September)

**NOTE: depending on the tax form you may not receive this prompt.**

**8** You enter:   (2-digit tax filing month, if applicable)

EFTPS prompts: "Enter the Payment Amount followed by the pound (#) sign."  
(You must enter cents even if you are reporting a whole dollar amount.)

**9** You enter: \$   ,     ,     .

**(Your payment amount cannot exceed \$99,999,999.99)**

EFTPS responds: "You entered dollars and cents."

EFTPS prompts: "Press 1 to confirm or 2 to correct."

**10** You enter: **Press 1 to confirm or 2 to correct.**

## VRS EFTPS-Direct Payment Worksheet – long form (continued)

*EFTPS prompts:* "If you would like your payment to be made on [announces the next available date], the next business settlement date, press 1. To enter a different settlement date, press 2."

**11** **You enter:** **Press 1 to accept (if you accept, skip step #12 and proceed to #13). Press 2 to enter a different settlement date.**

If you Pressed 2,  
*EFTPS prompts:*

"Enter the 6-digit tax payment settlement date by month, day, year.  
**NOTE: the next business date you enter must be at least one business day in the future.**

**12** **You enter:**       **(6-digit tax payment settlement day in MMDDYY format)**  
(i.e., 011802 for January 18, 2002)

*EFTPS responds:* "You have entered:" "Tax Form [Tax Form Number]"  
"Tax Period [4-digit Tax Period]"  
"Amount [Tax Payment Amount]"  
"Settlement Date [Settlement Date]"  
(List Menu Selections to Confirm or Start Over)

*EFTPS prompts:* "To confirm this payment information, press 1. To start over, press 2. To repeat this payment information, press 3."

**13** **You enter:** **Press 1 (to confirm). Press 2 (to start over). Press 3 (to repeat)**

If you pressed 2 or 3: Pressing 2 will cancel what has been entered and start over.  
Pressing 3 will repeat payment information.

If you Pressed 1 to accept,

*EFTPS responds:* "Your tax payment has been accepted.  
Your EFT Acknowledgement Number is [EFT Acknowledgement Number].  
Your settlement date is [settlement date]. Please record for future reference.

**You record:** **EFT Acknowledgement Number**

*EFTPS prompts:* "To repeat the acknowledgement number, press 1. To disconnect, press 2.  
If you have additional tax payment to report, press 3."

*EFTPS responds:* "Thank you for using the Electronic Federal Tax Payment System."



**Suggestion:**  
**Use this long worksheet your first few times to follow the voice response exactly. When comfortable with the process, you can use the short form on page 13.**

# EFTPS-Direct Payments Worksheet (Short Form)



Photocopy this 941 tax payment worksheet for future use.

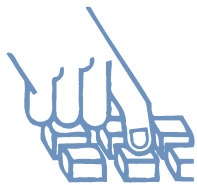
Phone Number : 1-800-555-3453

Employer ID# \_\_\_\_\_

PIN # \_\_\_\_\_

Date of call \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time of call \_\_\_\_\_ : \_\_\_\_\_ a.m./p.m.



To initiate a tax payment Press "1"

Enter 3-to 6-digit tax form # \_\_\_\_\_

For Federal Tax Payment Press "1"

Select the appropriate tax payment period

To accept next business day for payment date Press "1"

Enter the tax payment amount \_\_\_\_\_

*Information is repeated – To accept information Press "1"*

**Further breakdown of 941 taxes** (For 720, 941 or CT-1, see pages 18 -21):

Social Security amount \_\_\_\_\_

Medicare amount \_\_\_\_\_

Federal W/H amount \_\_\_\_\_

Your EFT Acknowledgement Number is: \_\_\_\_\_

Your Settlement Date is: \_\_\_\_\_



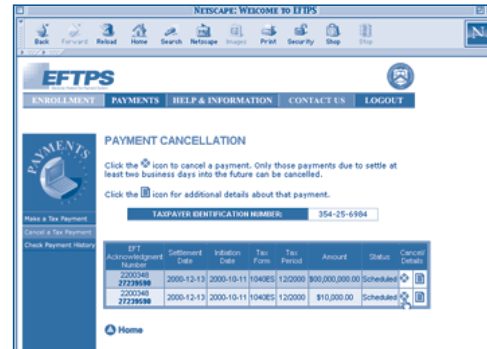
Use this short form  
when you are  
comfortable with  
the voice response  
process.





## How to Cancel a Tax Payment Using EFTPS-OnLine: [www.eftps.gov](http://www.eftps.gov)

To cancel a payment through EFTPS-OnLine, use your EIN, PIN and Internet Password to access the site: [www.eftps.gov](http://www.eftps.gov). Click on “Cancel a Payment” under PAYMENTS and you will be guided through the process.



## How to Cancel a Tax Payment Using EFTPS-PC Software

To cancel a scheduled payment made through EFTPS-PC Software, simply call EFTPS Customer Service or use EFTPS-Phone. You may also want to view your payment history. When accessing the EFTPS-PC Software payment history, the only payment history shown is for payments made via PC Software. The only payment method that allows viewing of all transactions pertaining to an EIN is EFTPS-OnLine. **Remember, you must cancel a scheduled payment at least 2 business days in advance of the settlement date.**

## How to Cancel a Tax Payment Using EFTPS-Phone (Voice Response System)

The EFTPS VRS may be accessed 24 hours a day, 7 days a week, should you need to cancel your tax payment instructions. Before accessing EFTPS VRS to cancel your tax payment instructions, please have the EFT Acknowledgement Number for the tax payment you wish to cancel.

You will be prompted through the following steps to make a cancellation.

- 1** Dial 1-800-555-3453.
- 2** Enter your nine-digit Employer Identification Number (EIN).
- 3** Enter your four-digit Personal Identification Number (PIN).
- 4** Press 2 (to cancel a tax payment).
- 5** Enter the EFT Acknowledgement Number for the tax payment you wish to cancel. (The 8-digit EFT Acknowledgement Number is from the original tax payment).
- 6** The voice response will give you the payment information pertaining to the EFT Acknowledgement Number entered in step 5.
- 7** If the information in step 6 is correct, press 1 and record your Cancellation Number.



**PLEASE NOTE:** It is important to note that you may cancel tax payment instructions up to 8:00 p.m. Eastern Time at least two business days prior to the settlement date. (For example, a Friday payment must be cancelled by 8:00 p.m. Eastern Time Wednesday).



# Additional Information

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## ***EFTPS is Secure.***

For you to use EFTPS-Direct, you will receive a PIN. Your PIN must be used in combination with your EIN to gain access to EFTPS. You have complete and exclusive control over your PIN. The government does not have access to your PIN.

In addition, with EFTPS-OnLine you receive an Internet Password that, when used in combination with your EIN and PIN, gives you added security online.

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## ***How can you obtain your Payment History?***

With EFTPS-Direct for both online and phone, you have access to your payment history up to 120 days. For EFTPS-OnLine click on “Payment History;” for EFTPS-Phone, listen to the voice prompts.

With EFTPS-PC Software, the “History” function allows you to review payments you have made through the PC software in the past, including the tax types, amounts, dates, and EFT numbers.



**REMEMBER:**  
**EFTPS-PC Software**  
**payment “History”**  
**only shows PC**  
**Software payments.**  
**EFTPS-OnLine**  
**“History” is the**  
**only option that**  
**allows viewing**  
**of all EFTPS**  
**payment activity.**

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## ***If you use a Tax Specialist.***

With your permission, anyone you designate, such as an accountant or CPA, can make your federal tax payments for you. To authorize your tax specialist to make tax payments for you, call for an IRS Form 8655, complete, sign and return.





# EFTPS—Through a Financial Institution

## *How to Make a Tax Payment with EFTPS-Through a Financial Institution*

With EFTPS, you have the flexibility to deliver your tax payments to EFTPS through your financial institution. *Not all financial institutions offer ACH origination services for EFTPS tax payments.* If you elect to make your tax payments through your financial institution, you will need to make sure that your financial institution offers this service and that you are eligible to use it.

This section explains what you need to do before making your first tax payment. The IRS Tax Form Numbers (pages 17-21) provide the 5-digit financial institution tax form codes to be included.



**PLEASE NOTE:** You should share this Payment Instruction Booklet with your financial institution to make sure that they are aware of the requirements for EFTPS tax payments. For any questions your financial institution may have, they may call the EFTPS Financial Institution Helpline: 1-800-605-9876, Monday – Friday, 8:00 a.m. thru 8:00 p.m. Eastern Time.

## *Making Your First Tax Payment Through a Financial Institution*

- 1** Check with your financial institution to make sure they can originate your EFTPS tax payments and will originate these payments on your behalf. You will also need to check with them to determine the fees charged.



**PLEASE NOTE:** If your financial institution or designated agent will not originate an EFTPS tax payment for you, you can either check with another financial institution or re-enroll to make your tax payments using EFTPS-Direct. Contact EFTPS Customer Service for a new enrollment form or complete a new enrollment through EFTPS-OnLine.

- 2** Obtain your financial institution EFTPS processing deadline and federal holiday schedule. Make sure you understand their processing deadlines for delivery of your EFTPS tax payments prior to your tax due date.
- 3** Originate your first EFTPS tax payment at least one or two business days prior to your tax due date. Your tax payment must be made prior to your financial institution's processing deadline, and must settle to the Treasury's General Account on the tax due date.
- 4** On the tax due date, using the EIN and PIN you received as part of your enrollment process, you may contact EFTPS Customer Service to verify that your payment was received and processed and to receive an EFT Acknowledgement Number.

*Note:* If a duplicate or erroneous payment has been made, your financial institution may be able to initiate a reversal. Your financial institution may charge a fee for reversals. For specific instructions to initiate an EFTPS reversal call 1-800-555-4477.

## *Using a 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 federal 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.



**If you select EFTPS-Through a Financial Institution, you will receive a PIN from EFTPS for payment inquiries using EFTPS-OnLine or Customer Service; the PIN cannot be used to initiate a payment.**

# EFTPS-Direct and EFTPS-Through a Financial Institution



## Numeric Codes for IRS Tax Form Numbers for EFTPS-Direct and EFTPS-Through a Financial Institution

The following breakout of the IRS Tax Form Numbers chart is presented here to help define each column.

The “Voice Response EFTPS Form Number” Column on the charts on the following pages provides the numeric codes to be entered for each IRS Tax Form Number. Following the Payment Due Information is the “Financial Institution Tax Form Code No.”

IRS Tax Form Number	Voice Response EFTPS Form No.	Valid Tax Period Ending Dates	Tax Description	Payment Due Information	Financial Institution Tax Form Code No.
11-C	112	01-12	<i>Special Tax Return and Application for Registry-Wagering</i>	Payment due on a return, or an IRS notice	01117
706GS(D)	706473	12	<i>Generation-Skipping Transfer Tax for Distribution</i>	Payment due on a return, or an IRS notice	70627
706GS(T)	706478	12	<i>Generation-Skipping Transfer Tax for Terminations</i>	Payment due on a return, or an IRS notice	70637
720	720	03, 06, 09, 12	<i>Quarterly Excise Tax</i>	<b>Federal Tax Deposit</b> Payment due on a return, or an IRS notice See page 15 for IRS numbers	72005 72007
730	730	01-12	<i>Tax on Wagering</i>		
926	926	12	<i>Return by Transferor</i>		

When using **EFTPS-Direct**, the IRS Tax Form Number “720” would require you to enter “7-2-0” as the touch-tone numeric code.

**EFTPS-Through a Financial Institution** for IRS Tax Form Number “720” would require conversion code “72005” for a Federal Tax Deposit and “72007” for Payment due on a return, or an IRS notice.

These **Federal Tax Deposit Codes** are the most frequently used in EFTPS. Please refer to pages 18-21 for additional tax form code numbers. If a particular number you require is not listed, please contact the IRS at 1-800-829-1040.



**Remember:**  
You can use EFTPS to make ALL your federal business tax payments, including income, estimated, and excise taxes.

IRS Tax Form Number	Financial Institution Tax Form Code Number
720	72005
940	09405
941	94105
943	09435
945	09455
990C	99026
990PF	99036
990T	99046
1041	10416
1042	10425
1120	11206
CT-1	10005

# IRS TAX FORM NUMBERS/CODES

## EFTPS-Direct and EFTPS-Through a Financial Institution (continued)

IRS Tax Form Number	Voice Response EFTPS Form No.	Valid Tax Period Ending Dates	Tax Description	Payment Due Information	Financial Institution Tax Form Code No.
11-C	112	01-12	<b>Special Tax Return and Application for Registry-Wagering</b>	Payment due on a return, or an IRS notice	01117
706GS(D)	706473	12	<b>Generation-Skipping Transfer Tax for Distribution</b>	Payment due on a return, or an IRS notice	70627
706GS(T)	706478	12	<b>Generation-Skipping Transfer Tax for Terminations</b>	Payment due on a return, or an IRS notice	70637
720	720	03, 06, 09, 12	<b>Quarterly Excise Tax</b>	<b>Federal Tax Deposit</b> Payment due on a return, or an IRS notice See page 13 for IRS subcategory codes	<b>72005</b> 72007
730	730	01-12	<b>Tax on Wagering</b>	Payment due on a return, or an IRS notice	07307
926	926	12	<b>Return by Transferor of Property to Foreign Corporation, Estate, Trust or Partnership</b>	Payment due on a return, or an IRS notice	09267
940	940	12	<b>Employer's Annual Unemployment Tax Return</b>	<b>Federal Tax Deposit</b> Payment due on a return, or an IRS notice A deficiency assessed by IRS	<b>09405</b> 09407 09404
941	941	03, 06, 09, 12	<b>Employer's Quarterly Tax Return (all Form 941 series)</b>	<b>Federal Tax Deposit</b> Payment due on a return, or an IRS notice A deficiency assessed by IRS Subcategory breakdown for 941: Social Security = "1" Medicare = "2" Withheld = "3"	<b>94105</b> 94107 94104
943	943	12	<b>Employer's Annual Tax for Agricultural Employees</b>	<b>Federal Tax Deposit</b> Payment due on a return, or an IRS notice A deficiency assessed by IRS	<b>09435</b> 09437 09434
945	945	12	<b>Withheld Federal Income Tax</b>	<b>Federal Tax Deposit</b> Payment due on a return, or an IRS notice	<b>09455</b> 09457
990	990	01-12 <sup>‡</sup>	<b>Organization Exempt Income Tax</b>	Payment due on a return, or an IRS notice	09907
990BL	99025	01-12 <sup>‡</sup>	<b>Information and Initial Excise Tax Return for Black Lung Benefit Trust and Certain Related Persons</b>	Payment due on a return, or an IRS notice	99017
990C	9902	01-12 <sup>‡</sup>	<b>Exempt Cooperative Association Income Tax Return</b>	<b>Federal Tax Deposit</b> Payment due on a return, or an IRS notice Payment due on an extension	<b>99026</b> 99027 99022
990PF	99073	01-12 <sup>‡</sup>	<b>Return of Private Foundation Tax</b>	<b>Federal Tax Deposit</b> Payment due on a return, or an IRS notice	<b>99036</b> 99037
990T	9908	01-12 <sup>‡</sup>	<b>Exempt Organization Business Income Tax Return</b>	<b>Federal Tax Deposit</b> Payment due on a return, or an IRS notice Payment due on an extension	<b>99046</b> 99047 99042
1041	1041	01-12 <sup>‡</sup>	<b>Fiduciary Income Tax Return</b>	Payment due on a return, or an IRS notice An estimated payment Payment on an extension	10417 <b>10416</b> 10412
1041A	10412	01-12	<b>US Information Return – Trust Accumulation of Charitable Amounts</b>	Payment due on a return, or an IRS notice	14117
1042	1042	12	<b>Annual Withholding Tax Return for US Source Income of Foreign Persons</b>	<b>Federal Tax Deposit</b> Payment due on a return, or an IRS notice	10425 10427
1065	1065	01-12 <sup>‡</sup>	<b>Partnership Return of Income</b>	Payment due with Form 8800 Payment due with Form 8736 <b>Estimated Payment</b>	10657 10652 <b>10656</b>
1066	1066	01-12	<b>Real Estate Mortgage Investment Conduit Income Tax</b>	Payment due on an IRS notice	10667
1120	1120	01-12 <sup>‡</sup>	<b>US Corporation Income Tax</b>	<b>Federal Tax Deposit</b> Payment due on a return, or an IRS notice Payment due for an extension Amended return (1120X)	<b>11206</b> 11207 11202 11200
1120DISC	112034	01-12 <sup>‡</sup>	<b>Domestic International Sales Corporation Return</b>	Payment due on a return, or an IRS notice	11217
2290	2290	01-12	<b>Heavy Vehicle Use Tax Return</b>	Payment due on a return, or an IRS notice	22907
2438	2438	12	<b>Regulated Investment Company – Undistributed Capital Gains</b>	Payment due on a return, or an IRS notice	24387
3520	3520	12	<b>Information Return-Creation/ Transfer to Foreign Trusts</b>	Payment due on a return, or an IRS notice	35207
4720	4720	01-12	<b>Return of Certain Excise Taxes on Charities and Other Persons Under Chapter 41 and 42 of the IRC</b>	Payment due on a return, or an IRS notice	47207

<sup>‡</sup>The tax period month must match the company's fiscal year for these forms. For EFTPS-Phone and EFTPS-OnLine, the tax period month automatically matches the fiscal year/month.

continued on page 19

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## EFTPS-Direct and EFTPS-Through a Financial Institution (continued)

IRS Tax Form Number	Voice Response EFTPS Form No.	Valid Tax Period Ending Dates	Tax Description	Payment Due Information	Financial Institution Tax Form Code No.
5227	5227	01-12 <sup>‡</sup>	<i>Split-Interest Trust Information Return</i>	Payment due on a return, or an IRS notice	52277
5811	5811	01-12	<i>Examination Return Preparer Case Closing Document</i>	Payment due on a return, or an IRS notice	58117
6069	6069	12	<i>Return of Excise Tax on Excess Contribution to Black Lung Trust Under Sec. 4953</i>	Payment due on a return, or an IRS notice	60697
8038	78032	01-12	<i>Information Return for Tax Exempt Private Activity Bond Issue</i>	Payment due on a return, or an IRS notice	80387
8288	8288	01-12	<i>U.S. Withholding Tax Return for Disposition by Foreign Persons of U.S. Real Property Interests</i>	Payment due on a return, or an IRS notice	82887
8404	8404	01-12	<i>Interest Charge on DISC-Related Deferred Tax Liability</i>	Payment due on a return, or an IRS notice	84047
8489	8489	01-12	<i>Civil Penalty</i>	Annual summary and Transmittal of US Information Returns (Includes Forms 8210, 8820, CP 972CG, CP 2100, CP 2102) Computation and Assessment of Miscellaneous Penalties (Includes Forms 1096, 8124, 8125, 8126, 8488, 8489, CP215)	84894 84897
8612	8612	01-12	<i>Return of Excise Tax on Undistributed Income of Real Estate Investment Companies</i>	Payment due on a return, or an IRS notice	86127
8613	8613	01-12	<i>Return of Excise Tax on Undistributed Income of Regulated Investment Companies</i>	Payment due on a return, or an IRS notice	86137
8697	8697	01-12	<i>Interest Under the Look-Back Method for Completed Long-Term</i>	Payment due on a return, or an IRS notice	86977
8725	8725	01-12	<i>Contracts Excise Tax on Greenmail</i>	Payment due on an IRS notice	87257
8752	8752	12	<i>Required Payment or Refund Under Section 7519</i>	Payment due on a return, or an IRS notice	87527
8804	8804	01-12	<i>Annual Return of Partnership Withholding Tax (Section 1446)</i>	Payment due on a return, or an IRS notice	88047
8805	8805	01-12	<i>Foreign Partners Information Statement of Section 1446 Withholding Tax</i>	Payment due on a return, or an IRS notice	88047
8813	8813	01-12	<i>Partnership Withholding Tax Payment</i>	Payment due on a return, or an IRS notice	88047
8831	8831	01-12	<i>Excise Taxes on Excess Inclusions of REMC Residual Interest</i>	Payment due on a return, or an IRS notice	86127
CT-1	281	12	<i>Railroad Retirement Tax and Unemployment Return</i>	<b>Federal Tax Deposit</b> Payment due on a return, or an IRS notice Subcategory breakdown for CT-1: Tier 1 (FICA) = "1" Tier 2 (Industry) = "2" Tier 3 (Supplemental Annuity) = "3"	10005 10007
CT-2	282	03, 06, 09, 12	<i>Employee Representatives Railroad Retirement</i> <b>MISCELLANEOUS PAYMENTS</b>	Return or notice Advance Payment of Determined Deficiency Designated Payment of Interest Designated Payment of Penalty Designated Payment of Fees and Collection Costs Cash Bond Payment	00027 XXXX4* XXXX8* XXXX9* XXXX3* XXXXB*

\*The first four positions of the FI Tax Code (as shown above) are the actual form you are filing in most cases. Example: If you wish to designate your payment for a Form 941 penalty, you would place 94109 in the addenda field TXPO2. If you are paying an amount due on an IRS notice that includes penalty or interest, it is not necessary to split the payment. Use tax type 94107 to pay the entire amount of a Form 941 notice.

<sup>‡</sup>The tax period month must match the company's fiscal year for these forms.

### 941 Employer's Quarterly Federal Tax Subcategories

- 1—Social Security Amount
- 2—Medicare Amount
- 3—Withholding Amount

NOTE: The total of these breakout amounts must balance to the 941 tax payment.

### CT-1 Railroad Retirement Tax and Unemployment Subcategories

- 1—FICA Amount
- 2—Industry Amount
- 3—Supplemental Amount

NOTE: The total of these breakout amounts must balance to the CT-1 tax payment.



**EFTPS Customer Service –**  
**English: 800-555-4477 • en español: 800-244-4829 • TDD (Hearing Impaired): 800-733-4829**  
**EFTPS-OnLine Customer Service – 1-800-555-8778**

# IRS TAX FORM NUMBERS/CODES

## EFTPS-Direct and EFTPS-Through a Financial Institution (continued)

### IRS Tax Forms (Tax Forms Filed With Various Tax Types)

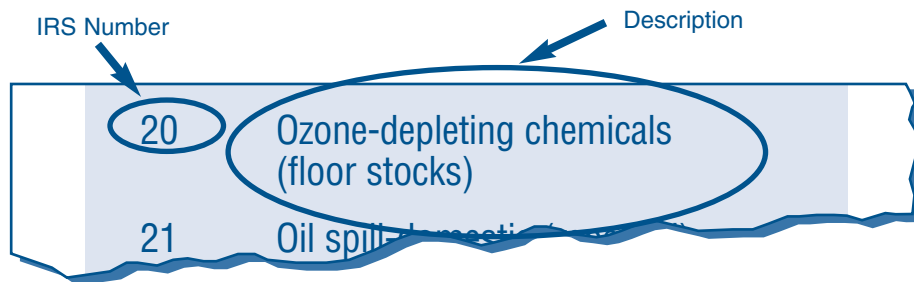
When you make Federal Tax Payments for these tax form numbers, EFTPS will prompt you to enter the specific tax type to which the tax form entered applies.

IRS Tax Form Number	Voice Response EFTPS Form No.	Valid Tax Period Ending Dates	Financial Institution Tax Form Code No.	Tax Description
<b>2210</b> <i>For Form 1041</i>	<b>2210</b> <b>1041</b>	01-12 <sup>‡</sup>	10417	<b>Underpayment of Estimated Tax by Fiduciaries</b> Fiduciary Income Tax Return
<b>2220</b> <i>For Form 1120</i>	<b>2220</b> <b>1120</b>	01-12 <sup>‡</sup>	11207	<b>Underpayment of Estimated Tax for Form 1120</b> US Corporation Income Tax
<b>2758</b>	<b>2758</b>			<b>Application for Extension of Time</b>
<i>For Form 706GS (D)</i>	<b>706473</b>	12	70627	Generation-Skipping Transfer Tax for Distribution
<i>For Form 706GS (T)</i>	<b>706478</b>	12	70637	Generation-Skipping Transfer Tax for Terminations
<i>For Form 990</i>	<b>990</b>	01-12 <sup>‡</sup>	09907	Organization Exempt Income Tax
<i>For Form 990C</i>	<b>9902</b>	01-12 <sup>‡</sup>	99022	Exempt Cooperative Association Income Tax Return
<i>For Form 990BL</i>	<b>99025</b>	01-12 <sup>‡</sup>	99017	Information and Initial Excise Tax Return for Black Lung Benefit Trust and Certain Related Persons
<i>For Form 990T</i>	<b>9908</b>	01-12 <sup>‡</sup>	99042	Exempt Organization Income Tax Return
<i>For Form 990PF</i>	<b>99073</b>	01-12 <sup>‡</sup>	99037	Return of Private Foundation
<i>For Form 1041</i>	<b>1041</b>	01-12 <sup>‡</sup>	10412	Fiduciary Income Tax Return
<i>For Form 1041A</i>	<b>10412</b>	01-12	14112	US Information Return - Trust Accumulation of Charitable Amounts
<i>For Form 1042</i>	<b>1042</b>	12	10427	Annual Withholding Tax Return for US Source Income of Foreign Persons
<i>For Form 4720</i>	<b>47207</b>	01-12	47207	Return of Certain Excise Taxes on Charities and Other Persons Under Chapter 41 and 42 of the IRC
<i>For Form 5227</i>	<b>5227</b>	12	52277	Split-Interest Trust Information Return
<i>For Form 6069</i>	<b>6069</b>	12	60697	Return of Excise Tax on Excess Contribution to Black Lung Benefit Trust Under Sec. 4953
<i>For Form 8612</i>	<b>8612</b>	01-12	86127	Return of Excise Tax on Undistributed Income of Real Estate Investment Companies
<i>For Form 8613</i>	<b>8613</b>	01-12	86137	Return of Excise Tax on Undistributed Income of Regulated Investment Companies
<i>For Form 8804</i>	<b>8804</b>	01-12	88047	Annual Return of Partnership Withholding Tax (Section 1446)
<i>For Form 8805</i>	<b>8805</b>	01-12	88047	Foreign Partners Information Statement of Section 1446 Withholding Tax
<i>For Form 8813</i>	<b>8813</b>	01-12	88047	Partnership Withholding Tax Payment
<i>For Form 8831</i>	<b>8831</b>	01-12	86127	Excise Taxes on Excess Inclusions of REMIC Residual Interest
<b>7004</b> <i>For Form 990C</i>	<b>7004</b> <b>9902</b>	01-12	99022	<b>Application to File Automatic Extension of Time to File Corporate Income Tax Return</b>
<i>For Form 990T</i>	<b>9908</b>	01-12	99042	
<i>For Form 1120 (all)</i>	<b>1120</b>	01-12 <sup>‡</sup>	11202	
<b>8736</b> <i>For Form 1041</i>	<b>8736</b> <b>1041</b>	01-12 <sup>‡</sup>	10412	<b>Application for Automatic Extension of Time to File US Return for a Partnership, REMIC, or for Certain Trusts</b>
<i>For Form 1065</i>	<b>1065</b>	01-12 <sup>‡</sup>	10652	
<i>For Form 1066</i>	<b>1066</b>	01-12	10667	
<b>8800</b> <i>For Form 1041</i>	<b>8800</b> <b>1041</b>	01-12 <sup>‡</sup>	10417	<b>Application for Additional Extension of Time to File US Return for Partnership, REMIC, or for Certain Trusts</b>
<i>For Form 1065</i>	<b>1065</b>	01-12 <sup>‡</sup>	10657	
<i>For Form 1066</i>	<b>1066</b>	01-12	10667	

<sup>‡</sup>The tax period month must match the company's fiscal year for these forms.

## EFTPS-Direct and EFTPS-Through a Financial Institution (continued)

### 720 Quarterly Federal Excise Tax IRS Subcategory Codes



The following chart is a reference list of various IRS Numbers.

IRS Number	Description	IRS Number	Description	IRS Number	Description	IRS Number	Description
14	Gasoline for use in non-commercial aviation	31	Obligations not in registered form	60	Diesel fuel	77	LUST tax on aviation fuel (other than gasoline)
16	Imported petroleum products Superfund tax	33	Truck, trailer, and semitrailer chassis and bodies, and tractors	61	Liquefied Petroleum Gas (LPG)	78	Diesel fuel for use in certain intercity buses
17	Imported chemical substances	35	Kerosene (effective July 1, 1998)	62	(a) Gasoline, tax on removal at terminal rack (b) Gasoline, tax on taxable events other than removal at terminal rack	79	Other Special Fuels
18	Oil spill-imported (repealed)	36	Coal-Underground mined @ 50 / \$1.10 per ton	64	Inland waterways fuel use tax	85	Diesel floor stock
19	Imported products containing ODCs	37	Coal-Underground mined @ 4.4% limitation of ton price	65	Gasoline floor stock	86	Other alcohol fuels floor stock
20	Ozone-depleting chemicals (floor stocks)	38	Coal-Surface mined @ 50 / \$1.10 per ton	66	Highway-type tires	87	Aviation fuel (other than gasoline) floor stock, 10-1-93
21	Oil spill-domestic (repealed)	39	Coal-Surface mined @ 4.4% limitation of ton price	67	Gasohol floor stock	88	Diesel fuel, based on January 1, 1994 inventory floor stock
22	Toll telephone service, teletype-writer exchange service, and local telephone service	40	Gas guzzler tax	69	Aviation fuel (other than gasoline)	89	Vaccines Numbers 81-84 floor stock, 8-08-93
26	Transportation of person by air	41	Sport fishing equipment	70	Diesel floor stock	92	Passenger vehicles
27	Use of international air travel facilities	42	Electric outboard motors and sonar devices	71	Diesel fuel for use in trains	95	Aviation Fuel (other than gasoline) floor stock, 3-17-97
28	Transportation of property by air	44	Bows	72	Gas to make gasohol floor stock	96	Aviation Gasoline (floor stock)
29	Transportation by water	51	Alcohol sold as but not used in fuel	73	Gasoline sold for gasohol production containing at least 7.7% alcohol but less than 10% alcohol	98	Ozone-depleting chemicals (ODCs)
30	Life insurance, sickness and accident policies, and annuity contracts Foreign Insurance Taxes Policies issued by foreign insurers Casualty insurance and indemnity bonds Reinsurance	53	Domestic petroleum Superfund tax	74	Gasohol containing at least 7.7%-9.9% alcohol	97	Vaccines
		54	Chemicals	75	Gasohol containing at least 5.7%-7.6% alcohol	101	Compressed natural gas (tax rate per thousand cubic feet)
		58	Gasoline sold for gasohol production containing at least 10% alcohol	76	Gasohol containing at least 5.7%-7.6% alcohol	102	Arrow-Component Parts
		59	Gasohol containing at least 10% alcohol			103	Kerosene (Floor Stock) (effective July 1, 1998)

Note: Contact IRS at 1-800-829-1040 if a particular number is not listed.



# Same-Day Payment



**If you ever need the Same-Day Payment method, you will need to make arrangements with your financial institution ahead of time.**

While EFTPS-Direct and EFTPS-Through a Financial Institution are the primary payment mechanisms for EFTPS, taxpayers may also use the Same-Day Payment mechanism. Same-Day Payment provides taxpayers with an electronic means of reporting and paying federal taxes on the tax due date as a back-up to EFTPS-Direct or EFTPS-Through a Financial Institution. This mechanism is operated by the Federal Reserve Bank (FRB), and is available to all business taxpayers.



**PLEASE NOTE: The cost of Same-Day Payment to the taxpayer is typically higher than other EFTPS payment methods. Taxpayers are encouraged to discuss the cost of the same-day payment mechanisms with their bank.**



**PLEASE NOTE: Before using Same-Day Payment, discuss with your financial institution how information should be sent and what deadlines apply.**

## *Instructions for Submitting Same-Day Payments*

- 1** Contact your financial institution to ensure that it has received the Depository Institution Guidelines for use of Fedwire Same-Day Federal Tax Deposits. If it has not received these instructions, the financial institution should contact its local Federal Reserve Bank's Fedwire Operations area.
- 2** Photocopy and complete the Same-Day Payment Worksheet Steps (page 25) prior to initiating a same-day payment. Provide your financial institution with the necessary information reflected in the worksheet. Please refer to the IRS Tax Form Numbers – Same-Day Payments (pages 23-24) for the appropriate tax type prefix numbers, etc. Only one tax type, one tax period, and one Employer Identification Number can be paid per same-day payment transaction. If multiple tax types or tax periods are being paid under one Employer Identification Number, separate same-day (Fedwire) payments must be used.
- 3** Please note that transaction(s) must be received by the Federal Reserve Bank from your financial institution by 5:00 p.m. Eastern Time for you to receive timely credit. Your financial institution will require some amount of time prior to 5:00 p.m. Eastern Time to complete processing.
- 4** Receive and retain the appropriate reference numbers from your financial institution to document your transaction. When the transaction is accepted, the Federal Reserve will also assign a reference number which is passed to the IRS. Your financial institution can obtain this number if there is a need to trace the transaction on the tax due date. The taxpayer can call EFTPS Customer Service to obtain the EFT Acknowledgement Number on the calendar day after the transaction was completed.



**Please Note:**  
These tables are to be used for completing the Same-Day Payment Worksheet on page 25. DO NOT USE these tables for other payment methods.

## IRS Tax Form Numbers — Same-Day Payments

The IRS Tax Form Numbers table for Same-Day Payment on pages 23-24 provides the valid tax type prefix (first 4 digits) and valid suffixes (last digit of tax type) that should be used when making your tax payment via the Same-Day Payment method.

The valid prefix and suffixes are required by IRS in order to process your payment correctly.

If you are reporting a Form 720 IRS Tax Form Number, the valid Tax Type Prefix is 7200. The next column indicates the coordinating valid suffix required to process your payment correctly.

IRS Tax Form Number	Tax Description	Tax Type Prefix	Valid Suffix	Valid Tax Period
706GS(D)	Generation-Skipping Transfer Tax for Distribution	7062	3, 4, 7, 8, 9, B	12
706GS(T)	Generation-Skipping Transfer Tax for Terminations	7063	3, 4, 7, 8, 9, B	12
720	Quarterly Excise Tax (see subcategory listing on page 25)	7200	3, 4, 5, 7, 8, 9, B	03, 06, 09, 12
730	Tax on Wagering	0730	3, 4, 7, 8, 9, B	01-12
926	Return by Transferor of Property to Foreign Corporation, Estate, Trust or Partnership	0926	3, 4, 7, 8, 9, B	12
940	Employer's Annual Unemployment Tax Return Federal Tax Deposit	0940	3, 4, 5, 7, 8, 9, B	12
941	Employer's Quarterly Tax Return (all Form 941 series) Federal Tax Deposit (see subcategory listing on page 25)	9410	0, 3, 4, 5, 7, 8, 9, B	03, 06, 09, 12
943	Employer's Annual Tax for Agricultural Employees Federal Tax Deposit	0943	3, 4, 5, 7, 8, 9, B	12

## Valid IRS Tax Types and Subcategories in EFTPS (see Legend for Tax Type Suffixes on page 24)

IRS Tax Form Number	Tax Description	Tax Type Prefix (First 4 digits)	Valid Suffixes (Last digit of tax type) (see Legend on page 16)	Valid Tax Period Ending Months
11-C	Special Tax Return and Application for Registry-Wagering	0111	3, 4, 7, 8, 9, B	01-12
706GS(D)	Generation-Skipping Transfer Tax for Distribution	7062	3, 4, 7, 8, 9, B	12
706GS(T)	Generation-Skipping Transfer Tax for Terminations	7063	3, 4, 7, 8, 9, B	12
720	Quarterly Excise Tax (see subcategory listing on page 25)	7200	3, 4, 5, 7, 8, 9, B	03, 06, 09, 12
730	Tax on Wagering	0730	3, 4, 7, 8, 9, B	01-12
926	Return by Transferor of Property to Foreign Corporation, Estate, Trust or Partnership	0926	3, 4, 7, 8, 9, B	12
940	Employer's Annual Unemployment Tax Return Federal Tax Deposit	0940	3, 4, 5, 7, 8, 9, B	12
941	Employer's Quarterly Tax Return (all Form 941 series) Federal Tax Deposit (see subcategory listing on page 25)	9410	0, 3, 4, 5, 7, 8, 9, B	03, 06, 09, 12
943	Employer's Annual Tax for Agricultural Employees Federal Tax Deposit	0943	3, 4, 5, 7, 8, 9, B	12
945	Withheld Federal Income Tax Federal Tax Deposit	0945	0, 3, 4, 5, 7, 8, 9, B	12
990	Organization Exempt Income Tax	0990	3, 4, 7, 8, 9, B	01-12*
990BL	Information and Initial Excise Tax Return for Black Lung Benefit Trust and Certain Related Persons	9901	3, 4, 7, 8, 9, B	01-12*
990C	Exempt Cooperative Association Income Tax Return	9902	2, 3, 4, 6, 7, 8, 9, B	01-12*
990PF	Return of Private Foundation Tax Federal Tax Deposit	9903	3, 4, 6, 7, 8, 9, B	01-12*
990T	Exempt Organization Business Income Tax Return	9904	2, 3, 4, 6, 7, 8, 9, B	01-12*
1041	Fiduciary Income Tax Return	1041	2, 3, 4, 6, 7, 8, 9, B	01-12*
1041A	US Information Return – Trust Accumulation of Charitable Amounts	1411	3, 4, 7, 8, 9, B	01-12*
1042	Annual Withholding Tax Return for US Source Income of Foreign Persons	1042	3, 4, 5, 7, 8, 9, B	12
1065	Partnership Return of Income	1065	2, 3, 4, 6, 7, 8, 9, B	01-12*
1066	Real Estate Mortgage Investment Conduit Income Tax	1066	3, 4, 7, 8, 9, B	01-12
1120	US Corporation Income Tax Federal Tax Deposit	1120	0, 2, 3, 4, 6, 7, 8, 9, B	01-12*
1120DISC	Domestic International Sales Corporation Return	1121	3, 4, 7, 8, 9, B	01-12*
2290	Heavy Vehicle Use Tax Return	2290	3, 4, 7, 8, 9, B	01-12
2438	Regulated Investment Company - Undistributed Capital Gains	2438	3, 4, 7, 8, 9, B	12

\*Note: For these tax forms, the tax period ending month must match the company's fiscal year.

## Valid IRS Tax Types and Subcategories in EFTPS

IRS Tax Form Number	Tax Description	Tax Type Prefix (First 4 digits)	Valid Suffixes (Last digit of tax type) (see Legend below)	Valid Tax Period Ending Dates
3520	Information Return - Creation/Transfer to Foreign Trusts	3520	3, 4, 7, 8, 9, B	12
4720	Return of Certain Excise Taxes on Charities and Other Persons Under Chapter 41 & 42 of the IRC	4720	3, 4, 7, 8, 9, B	01-12
5227	Split-Interest Trust Information Return	5227	3, 4, 7, 8, 9, B	01-12*
5811	Examination Return Preparer Case Closing Document	5811	3, 4, 7, 8, 9, B	01-12
6069	Return of Excess Tax on Excise Contribution to Black Lung Trust	6069	3, 4, 7, 8, 9, B	12
8038	Information Return for Tax Exempt Private Activity Bond Issue	8038	3, 4, 7, 8, 9, B	01-12
8288	U.S. Withholding Tax Return for Disposition by Foreign Persons of U. S. Real Property Interests	8288	3, 4, 7, 8, 9, B	01-12
8404	Interest Charge on DISC-Related Deferred Tax Liability	8404	3, 4, 7, 8, 9, B	01-12
8612	Return of Excise Tax on Undistributed Income of Real Estate Investment Companies	8612	3, 4, 7, 8, 9, B	01-12
8613	Return of Excise Tax on Undistributed Income of Regulated Investment Companies	8613	3, 4, 7, 8, 9, B	01-12
8697	Interest Under the Look-Back Method for Completed Long-Term Contracts	8697	3, 4, 7, 8, 9, B	01-12
8725	Excise Tax on Greenmail	8725	3, 4, 7, 8, 9, B	01-12
8752	Required Payment or Refund Under Section 7519	8752	3, 4, 7, 8, 9, B	12
8804	Annual Return Partnership Withholding Tax (Section 1446)	8804	3, 4, 7, 8, 9, B	01-12
8805	Foreign Partners Information Statement of Section 1446 Withholding Tax	8804	3, 4, 7, 8, 9, B	01-12
8813	Partnership Withholding Tax Payment	8804	3, 4, 7, 8, 9, B	01-12
8831	Excise Taxes on Excess Inclusions of REMC Residual Interest	8612	3, 4, 7, 8, 9, B	01-12
CT-1	Railroad Retirement Tax and Unemployment Return (see subcategory listing below)	1000	3, 4, 5, 7, 8, 9, B	12
CT-2	Employee Representatives Railroad Retirement	0002	2, 4, 7, 8, 9, B	03, 06, 09, 12

\*Note: For these tax forms, the tax period ending month must match the company's fiscal year.

### Legend for Tax Type Suffixes (Last digit of tax type)

Suffix	Type	Description
0	Amended	Tax payment made as a result of a balance due on an amended tax return.
2	Extension	Tax payment due on a request for extension of time to file.
3	Designated Payment of Fees of Collection Costs	Payment of user fees (for example, photocopies, installment agreements) or collections costs.
4	Advance Payment of Determined Deficiency	Payment made on an IRS examination or audit.
5	Deposit	Federal tax deposit.
6	Estimated	Tax payment made based on estimated liability.
7	Subsequent/With Return	Tax payment due on a return or IRS notice.
8	Designated Payment of Interest	Payment designated for interest amount due.
9	Designated Payment of Penalty	Payment designated for penalty amount due.
B	Cash Bond Payment	Payment made to stop interest on examination deficiency.

### Subcategory Codes Associated with Form Number 941

**SOCS**—Social Security Amount  
**MEDI**—Medicare Amount  
**WITH**—Withholding Amount

### Subcategory Codes Associated with Form Number CT-1

**RRT1**—RRB Tier I (FICA Equivalent)  
**RRT2**—RRB Tier II (Industry Portion)  
**RRT3**—RRB Tier III (Supplemental Annuity)



**PLEASE NOTE:** It is normal procedure for IRS subcategory codes to be added or deleted based on legislation. You may contact IRS for updates to this table.

**Tax subcategory amounts must balance to the total tax amount, or only the tax amount will be reported.**



**Make a photocopy of the completed worksheet before giving it to your financial institution.**

## Same-Day Payment Worksheet Steps

To make an electronic same-day federal tax deposit, please follow the steps listed below. Use the IRS Tax Form Numbers—Same-Day Payment (pages 23 and 24) to complete steps 5, 6, and 7. You may wish to make photocopies of this worksheet for future use. Make a photocopy of the completed worksheet before giving it to your financial institution.

1. Enter total amount of Fedwire Tax Deposit \$ \_\_\_\_\_.
2. Enter Employer Identification Number (EIN) (9 digits) \_\_\_\_\_.
3. Enter Taxpayer Name Control (4 characters) \_\_\_\_\_.  
*The name control is the first four significant characters of the taxpayer name.*
4. Enter Taxpayer Name of Business (up to 35 characters) \_\_\_\_\_.
5. Enter Tax Type Prefix (5 digits) (see pages 23 and 24 for tax type codes and suffixes) \_\_\_\_\_.
6. Enter the 2-digit code for the year of your tax liability.  
*For example, for 1996, enter 96. For 2002, enter 02* \_\_\_\_\_.
7. Enter the 2-digit code for the tax period ending month for which a deposit is being made. Use 0 for the first digit of a single month (for example, 03 for March). Use the Valid Tax Period Ending Dates column on the IRS Tax Form Numbers—Same-Day Payment (Fedwire) on pages 23 and 24 to determine valid tax months for each tax type.  
\_\_\_\_\_.

Lines 8 – 11 are **optional**.

8. Enter Tax Amount \$ \_\_\_\_\_. *(use commas and decimal point)*
9. Enter Interest Amount \$ \_\_\_\_\_. *(use commas and decimal point)*
10. Enter Penalty Amount \$ \_\_\_\_\_. *(use commas and decimal point)*  
*If provided, the total of Tax, Interest, and Penalty must equal the tax amount on line 1.*
11. Enter Tax Subcategories Information. See page 24 for subcategories. Use the valid subcategories for the tax type entered on line 5, above. Provide the subcategory and corresponding dollar amount.  
*If provided, the total of all subcategories must equal the tax amount on line 1.*

Your record of the transaction is:

1. The statement provided by your financial institution that shows the payment;
2. The EFT Acknowledgement Number, which you may receive by calling EFTPS Customer Service the calendar day **after** the transaction was completed.





# Routing and Account Numbers

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## *Routing Number (RTN) and Account Number*

The following EFTPS routing and account numbers may be given to your financial institution if you use EFTPS-Through a Financial Institution:

<b>Routing Number (RTN):</b>	<b>061036000</b>
<b>Account Number:</b>	<b>23401009</b>
<b>Account Name:</b>	<b>Treasury General Account</b>

The following EFTPS routing and account numbers may be given to your financial institution if you use Same-Day Payment:

<b>Routing Number (RTN):</b>	<b>091036164</b>
<b>FRB MPLS ETA Account Number:</b>	<b>20094900</b>

# NOTES

## **EFTPS Customer Service**

Call 24 hours, 7 days a week.

**English Speaking: 1-800-555-4477**

*(en español and TTD Customer Service hours:  
8:00 a.m.– 8:00 p.m. Eastern Time, Monday – Friday)*

**en español: 1-800-244-4829**

**TDD (Hearing Impaired): 1-800-733-4829**

## **Technical Support**

In addition to the PC Tax Payment software's on-line help function, you may call the EFTPS Customer Service and speak to representatives prepared to assist you with any software related questions.

These representatives are available from  
8:00 a.m. to 8:00 p.m. Eastern Time, Monday–Friday.

## **EFTPS Tax Payment Reporting**

Call 24 hours, 7 days a week.

**English Speaking: 1-800-555-3453**

**en español: 1-800-466-4829**

**TDD (Hearing Impaired): 1-800-990-4829**

## **EFTPS-Phone Tutorial System**

Call 24 hours, 7 days a week.

**English Speaking: 1-800-572-8683**

**en español: 1-800-572-8683**

## **EFTPS-OnLine**

**[www.eftps.gov](http://www.eftps.gov)**

**On-Line Customer Service: 1-800-555-8778**

## **How to Obtain Your Internet Password**

**Call: 1-800-982-3526**



