

# AS EASY AS 1 - 2 - 3

## Enrolling in EFTPS Online

1. Locate...
  - Your Taxpayer Identification Number (Employer Identification Number or Social Security Number).
  - Your financial institution routing and account numbers.
  - The exact spelling of your name and address as it appears on your IRS tax documents.
  - Go to [www.eftps.gov](http://www.eftps.gov).
2. Enroll...
  - Select Business or Individual Enrollment under the Enrollment tab.
  - Complete the requested information.
  - Click submit.
3. Confirmation...
  - 10 - 15 days after online enrollment, you'll receive an EFTPS Confirmation Package by mail with instructions on how to obtain your Internet Password by phone.
  - **You must have an Internet Password and PIN to use EFTPS Online.** Your PIN will be mailed separately to your address as shown in the IRS records.

## Paying with EFTPS Online

- Step 1
  - Have your Tax ID Number (EIN or SSN), PIN, and Internet Password handy.
  - Go to [www.eftps.gov](http://www.eftps.gov).
  - Click on "Make A Payment" on the home page.
- Step 2
  - Select the federal tax you wish to pay.
  - Follow the prompts to enter the tax payment amount, tax period, and settlement date.
- Step 3
  - Your EFT Acknowledgment Number acts as a receipt of your instructions. Note or print out your EFT Acknowledgment Number.
  - Print your Payment Confirmation page for your records, if you wish.

For more information, go to  
[www.EFTPS.gov](http://www.EFTPS.gov)

## About EFTPS

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The Electronic Federal Tax Payment System (EFTPS) is one of the most successful Federal government programs undertaken in recent years.

- Millions of taxpayers are already enrolled in the system.
- It's easy to use, fast and accurate.
- You will have no more last-minute trips to the bank or Post Office, lost checks, or missed deadlines.
- You're in total control of initiating your tax payment securely through this site.



### Here's how it works with EFTPS:

- STEP 1:** By 8:00 p.m. ET at least one calendar day prior to your tax due date, you log in, enter your tax payment information, review the information, and click "Make a Payment" to initiate the payment. You will receive an immediate confirmation of your instructions that you can print out as a receipt of your payment instructions.
- STEP 2:** Per your instructions, EFTPS will automatically debit your indicated bank or credit union account and will transfer the funds to the U.S. Treasury on the date you indicate, and your tax records will be updated at the IRS.
- STEP 3:** That's it. 24 hours a day, 7 days a week you can access this site and initiate all your federal tax payments from the convenience of your home or office.

### But you must enroll first.

Complete the online [New Taxpayer Enrollment Form](#) and click "Submit." Within 15 calendar days your Personal Identification Number (PIN) will be mailed to your IRS Address of Record. You will also receive Confirmation materials including instructions on how to obtain your Internet Password for secure use of EFTPS online.

### If you are a business and wish to use EFTPS-Through a Financial Institution...(Not available for Individuals)

This payment option will require you to make arrangements with your financial institution to initiate your tax payments to EFTPS. Each financial institution has unique products, procedures and charges for this service. **Before selecting this option**, please check with your financial institution to make sure they offer the service and that you are qualified to use it.

You will receive a PIN and Internet Password when you select this payment option on the New Taxpayer Enrollment Form. You will need the PIN and Password if you wish to check your payment history on the Internet. **You cannot make or cancel any payments online if you select this payment option.** In addition, you cannot edit enrollment or financial institution information online.

If you pay your federal taxes from different bank accounts, you will need to complete separate Enrollments for each account.

## General Frequently Asked Questions

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### What is EFTPS?

EFTPS is the Electronic Federal Tax Payment System developed by the U.S. Department of the Treasury's Internal Revenue Service (IRS) and Financial Management Service (FMS) to enable taxpayers to pay their Federal taxes electronically online or over the phone. It's convenient, secure, and a timesaver.



### Who can use EFTPS?

Any individual taxpayer making payments for Forms 1040, 706 estate, 709 gift taxes or installment payments can use EFTPS online.

Any business taxpayer can use EFTPS. Some business taxpayers are required to use EFTPS because they have met certain criteria. Specifically, if your total deposits of designated federal taxes (including employment taxes, income taxes, Railroad Retirement taxes, Social Security taxes, and various other types of non-payroll withholding) during a calendar year exceed \$200,000, you are required to use EFTPS beginning in the second succeeding calendar year. For example: if you had more than \$200,000 in deposits of designated taxes in calendar year 2002, you will be required to use EFTPS beginning January 2004. Once you are required to use EFTPS, you will continue to be required in subsequent years, even if your annual tax deposits fall below \$200,000.

### How does EFTPS work?

Make your tax payments no matter where you are when your taxes are due, 24 hours a day, 7 days a week. Using the payment scheduling capability built into EFTPS, you can enter your payment instructions up to 120 days in advance. On the day before your scheduled due date, your payment(s) will be initiated. No more missed deadlines, coupons to keep track of, or last minute trips to the bank. Your payment will be automatically deducted from your enrolled bank account and your records will be updated at the IRS on the day you choose.

Businesses may also take advantage of services offered by some financial institutions (possibly for a fee) that debit your account and send the tax payment electronically to EFTPS.

### Is there a cost to use EFTPS?

No. EFTPS does not charge taxpayers for its services. However, if you choose to use EFTPS-Through a Financial Institution (available only to businesses), you may incur a fee from your financial institution. Please check with your financial institution directly to inquire about their fee structure.

### What are the benefits of using EFTPS?

EFTPS offers you many benefits over the traditional paper system:

- it's fast...you can make a tax payment in minutes
- it's accurate...because there are verification steps along the way, you are able to check and review your information before it is sent
- it's convenient...EFTPS is available to you by phone or the Internet—24 hours a day, 7 days a week
- it's easy to use...it's a step-by-step process that tells you what information you need to successfully complete your tax payment for any Federal tax

- it's secure...EFTPS offers the highest levels of security on the Internet

### **Who controls making the tax payments?**

You do. It's your responsibility to initiate the tax payment. It will not occur automatically.

### **Does money move over the Internet?**

No. Only information. Your tax payment report is the only information that moves over the Internet. The exchange of funds still occurs within your financial institution.

### **What information can I edit online?**

The Edit Enrollment function allows you edit contact information and payment money limits.

The Edit Financial Institution function allows you to edit your financial institution (Routing Transit Number (RTN) and Account Number) information as well as the contact and payment money limits.

# EFTPS Business Phone Worksheet

*Photocopy this worksheet for future use.*

Phone Number: 1-800-555-3453

EIN # \_\_\_\_\_

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

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

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

To initiate a Tax Payment Press "1", for Other Payments, Press "2"

Enter 3-to 6-digit Tax Form # \_\_\_\_\_

For Federal Tax Payment Press "1"

Enter 2-digit Tax Filing year: \_\_\_\_\_

Enter 2-digit Tax Filing month: \_\_\_\_\_

Enter the Tax Payment amount: \_\_\_\_\_

***Remember: You must enter cents even if you are paying a whole dollar amount.  
Do not enter a period or decimal before cents.***

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

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

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

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

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

Your EFT Acknowledgment Number is:  
\_\_\_\_\_

***PLEASE NOTE: Consider using the EFTPS by phone Tutorial System  
(1-800-572-8683) before initiating your first live phone tax payment.***