

**The Secure Way**

*to Pay Your  
Federal Taxes*

*for Business and  
Individual Taxpayers*



**■■■ELECTRONIC FEDERAL  
EFTPS®  
TAX PAYMENT SYSTEM■■■**

# Electronic Federal Tax Payment System...



■ *Secure* ■ *Easy* ■ *Convenient* ■ *Accurate*

*EFTPS is a system provided free  
by the U.S. Department of the  
Treasury that enables business  
and individual taxpayers to make  
all their federal tax payments  
electronically 24 hours a day,  
7 days a week through the  
Internet or by phone.*

## ■ THE BASICS OF EFTPS

With EFTPS, you have two payment methods that are interchangeable: [EFTPS online](#) and [EFTPS by phone](#).

You can decide to use either or both of these methods to pay your personal or business federal taxes, 24 hours a day, 7 days a week. Nothing special to learn; whichever method you use, you will be prompted for the information required to make a payment.

Because you enter all the information online or by phone, you can check the accuracy of the information you report. Plus, you'll receive an EFT (Electronic Funds Transfer) Acknowledgement Number as a receipt for your payment instructions.

No one has access to your account except you. The combination of your Taxpayer Identification Number (Employer Identification Number or Social Security Number) and a Personal Identification Number (PIN) gives you the security you need. And with EFTPS payments made online, you have the added security of an Internet Password.

## ■ PAY ANYTIME DAY OR NIGHT

from your office, your home, even if you're on vacation. And if you want to check the status of any payment you've made in the last 16 months, simply go online at [www.eftps.gov](http://www.eftps.gov).

## ■ SCHEDULE AHEAD OF TIME...

with the payment scheduling feature of EFTPS, you can schedule payment instructions in advance: up to 365 days for individuals, up to 120 days for businesses. If you are on vacation or busy, schedule your payments and on the selected dates your payment instructions will be carried out without worry — conveniently and on time. This is especially useful for Form 1040ES estimated tax payments that are due quarterly.

## ■ HERE'S HOW IT WORKS

**STEP 1.** At least one calendar day prior to your tax due date, before 8:00 p.m. ET, you access EFTPS online or by phone. EFTPS will prompt you for the necessary information to complete your tax payment.

**STEP 2.** The system processes your instructions and when accepted, you receive an immediate EFT Acknowledgement Number that you should keep for your records, in case of any questions at a later date.

Once your tax payment instructions are accepted, EFTPS will initiate a debit transaction against your designated bank account on the date you indicated when you made your tax payment instructions.

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.

## ■ WANT TO CANCEL A PAYMENT?

You can simply and easily cancel a payment online or by phone, up to two business days in advance of the scheduled payment date.

## ■ CHECK YOUR PAYMENT HISTORY

You can check 16 months of your EFTPS payment history on line at [www.eftps.gov](http://www.eftps.gov), or you can call EFTPS Customer Service. You will be able to check when your payments have been made, and if you use the Internet, have a print-out for your files.

## ■ NEED HELP?

EFTPS Customer Service has live representatives available to answer any questions you may have about your payments. EFTPS Customer Service is open 24 hours a day, 7 days a week.

*Call: 800-555-4477 for businesses  
800-316-6541 for individuals*

## ■ EXPRESS ENROLLMENT FOR NEW BUSINESSES

As of January 2004, any business requesting a new EIN and indicating they will have Federal Tax Deposit obligations is automatically pre-enrolled in EFTPS.

- Business taxpayers receive notification in the mail that they are pre-enrolled, along with their EFTPS PIN.
- They activate their enrollment by calling a secure 800 number and entering key information.

## ■ ENROLL TODAY!

Join the millions of business and individual taxpayers already enrolled in EFTPS.

*To enroll online, visit the EFTPS website at [www.eftps.gov](http://www.eftps.gov)...*

or to receive an Enrollment Form, call EFTPS Customer Service.

Once you enroll, you will receive a Confirmation Package, Personal Identification Number (PIN), and instructions on obtaining your Internet Password — then you will be ready to begin using EFTPS.

# Frequently Asked Questions

## ■ WHAT IS EFTPS?

EFTPS is the Electronic Federal Tax Payment System provided free by the U.S. Department of the Treasury's Internal Revenue Service (IRS) and Financial Management Service (FMS). The system enables taxpayers to pay their federal taxes electronically using the Internet or phone. It's convenient, secure and timesaving.

## ■ WHO CAN USE EFTPS?

Any business or individual taxpayer can use EFTPS.

## ■ HOW DOES EFTPS WORK?

You make your tax payment instructions at least one calendar day prior to the tax due date. Based on your tax payment instructions, EFTPS initiates a debit against your bank account, sends the money to Treasury and updates your records with the IRS.

## ■ IS THERE A COST TO USE EFTPS?

It's free. There are no fees charged by the government for using EFTPS. You should check with your financial institution to learn if they will be assessed a fee 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.

## ■ WHAT ARE THE BENEFITS OF USING EFTPS?

EFTPS offers you many benefits over paying by check:

- *It's secure* the highest level of security online, plus 3 unique pieces of authentication are required online, so that your information is protected.
- *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 Internet or phone — 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 make any federal tax payment.
- *It helps reduce penalties...* because you can schedule payments in advance, and check the accuracy of your information, EFTPS can help you reduce penalties.

## ■ HOW DO YOU ENROLL IN EFTPS?

You enroll online or by completing IRS Form 9779, (Business Enrollment Form), or IRS Form 9783, (Individual Enrollment Form), and mailing it to the EFTPS Enrollment Center.

*To enroll online, visit [www.eftps.gov](http://www.eftps.gov)*

To receive an Enrollment Form, call:

for businesses: 800-555-4477

for individuals: 800-316-6541

## ■ WHAT HAPPENS AFTER ENROLLMENT?

Once you have enrolled online or completed and mailed your Enrollment Form and it is received by EFTPS, EFTPS processes your enrollment and sends you a Confirmation Package including a step-by-step Payment Instruction Booklet and instructions on how to obtain an Internet Password. Under separate cover you will receive your PIN. Once you receive your PIN, you may begin making payments by phone. After you obtain your Internet Password, you can then use EFTPS online.

*Note: If your Enrollment is incomplete and cannot be processed, you will receive notification from EFTPS regarding any missing information or information that does not match IRS records.*

## ■ WHO CONTROLS MAKING THE TAX PAYMENTS?

You do. It's your responsibility to initiate tax payment instructions. Your tax payment will not occur unless you instruct EFTPS.

## ■ WHAT ABOUT SECURITY AND EFTPS?

EFTPS uses the highest level of security available online. You can be assured your information is protected and that no one has access to your account unless you authorize them. When you make payments online, you are required to enter three pieces of unique information (Taxpayer Identification Number, Personal Identification Number, Internet Password). This level of authentication adds to the security of the system.

## ■ DOES MONEY MOVE OVER THE INTERNET OR BY PHONE?

No, only information moves through EFTPS. The exchange of funds still occurs within your financial institution.

## ■ WHAT TYPES OF TAXES CAN BE PAID THROUGH EFTPS?

All business and individual federal tax payments can be made through EFTPS.

- Businesses can use EFTPS to pay all business taxes including corporate, excise and employment taxes.
- Individuals who make more than one tax payment per year, particularly installment or Form 1040 estimated payments will find EFTPS very convenient.

Remember, with EFTPS payments can be made weekly, bi-weekly, monthly, and quarterly—whatever is convenient for you.

## ■ WHAT IF A BUSINESS USES A PAYROLL COMPANY?

If you choose to allow a 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 a good idea to enroll in EFTPS separately so that you have flexibility if you ever need to change payroll companies in the future.

## ■ YOUR RESPONSIBILITIES

For EFTPS payments, you are responsible for

1. *Submitting your tax payment to EFTPS before 8:00 p.m. ET at least one calendar day prior to tax due date;*
2. *Recording the EFT Acknowledgement Number you receive;*
3. *Making sure your account contains the funds to cover your tax payment.*

You will not be subject to a penalty if you initiate timely EFTPS payment instructions and have funds in your account to cover the payment when it settles. EFT Acknowledgement Numbers will verify timely initiation of your payment.

*Call us, we'll be happy to answer any questions.*

*Call an EFTPS Customer Service Representative at:*

*800-555-4477 for businesses  
800-316-6541 for individuals*

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**EFTPS**<sup>®</sup>  
**TAX PAYMENT SYSTEM**

*Millions of business  
and individual taxpayers,  
and thousands of tax  
professionals use EFTPS  
with confidence.*

*Enroll today:*

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

*or call EFTPS*

*Customer Service*



## Customer Service

*Business* 1.800.555.4477

*Individual* 1.800.316.6541

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



Department of the Treasury  
Internal Revenue Service

[www.irs.gov](http://www.irs.gov)

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