

ACH Debit Payment Method Authorization Agreement Instructions

Taxpayer Information

Business Name and Address

Enter the business name and address of the taxpayer.

Name and Address of Contact Person

This is the individual the Department will contact should there be any question about an EFT tax payment and to whom all correspondence about the EFT Program will be directed. If this person is not employed by the taxpayer, then the Contact Business Name and Address must be noted (i.e.: XYZ Payroll Service).

Federal Employer ID Number/SSN number

If the business is a corporation, provide the Federal Employer ID Number. If the business is a sole proprietorship, provide the owner's Social Security Number.

Mandatory or Voluntary Participant

As a mandatory participant, you must participate in the Program until further notified.

As a voluntary participant, you must participate in the Program for a minimum of twelve months. Upon completion of the twelve month period, you may withdraw from the Program provided you have notified the Department in writing at least 45 days prior to the first non-EFT payment.

Change of Information/Bank Change

If any information has changed since previously registering, such as the banking information or contact person, please complete a new authorization agreement with the updated information. Indicate the date the changes should take effect. Normally, bank changes require 2-3 days to be processed before a payment can be made.

Account ID Number

Taxpayers remitting Corporate Estimated Taxes, Utilities Franchise Taxes, Piped Natural Gas Tax, or Insurance Premium Tax will enter the nine digit Federal Employer ID Number after the 2 pre-filled zeros. For Motor Fuels Tax accounts, taxpayers will enter the eleven digit Account ID Number. For all other taxes, enter the nine digit Account ID Number after the 2 pre-filled zeros.

Tax Type

Fill in the box for the appropriate tax type. If required or requesting to remit electronically for more than one tax type, you must complete a separate ACH Debit Payment Method Authorization Agreement for each tax type.

General Instructions

Part 1. Select ACH Debit payment method

Notice the different tax types available for each payment method. Select one method for initiating your payments and indicate the tax type.

For the ACH Debit Touchtone and Voice payment methods, notice that Sales and Use and Insurance Premium ONLY are available for these payment methods. When registering for Sales and Use, be sure to enter the Account ID. Taxpayers registering for Touchtone and Voice payment methods will receive security information that enable them to access the Department's Touchtone and Voice Debit systems.

PC Software is a dial-up only payment method that is designed for companies or representatives of your company that transmit 10 or more payments at a time (a software package will be sent through which payments are initiated). Enter the average number of payments to be transmitted at a time. If approved for this payment method, security information will be sent along with the software that will enable payments to be transmitted.

Part 2. Entering Bank Information

- (1) Financial Institution Name - Enter the name of the Financial Institution to which ACH Debit transactions are presented.
- (2) Account Type - Indicate whether the account to be debited is a checking or a savings account.
- (3) Transit or Routing Number - Obtain the nine digit Transit or Routing Number for ACH transactions from your financial institution.
- (4) Bank Account Number - Enter the bank account number to be debited.

Part 3. Authorized Signatures

The taxpayer and/or the individual authorized to act on behalf of the taxpayer regarding ACH tax payments must sign this Authorization Agreement. The 1st signature line is for authorization of the ACH Debit transactions. The 2nd signature line is for the taxpayer to certify that the listed Contact Person (if not employed by the taxpayer) is authorized to act on behalf of the taxpayer in regards to ACH Debit transactions for the tax type indicated.

Other Payment Methods

For your convenience, other electronic payment methods are available through our website at www.dorn.com. Bank Draft (ACH Debit), Debit or Credit Card (Visa or MasterCard) may also be used to satisfy mandatory electronic payment requirements.

Taxpayers that wish to remit Streamlined Sales Tax by the ACH Debit payment method, may do so using the SSTP XML Payment Schema when submitting the Streamlined Simplified Electronic Return (SER) or separately. Both require the use of web services to submit XML Schema. Additional information about the Streamlined XML Schemas can be found on the website for the Streamlined Sales Tax Governing Board, Inc. at <http://www.streamlinedsalestax.org> by clicking on the SST Technology link.