

# ELECTRONIC FUNDS TRANSFER (EFT) AGREEMENT FORM INSTRUCTIONS

## ***SECTION A - ALL TAXPAYERS and Payroll Service Providers***

Enter the legal name of your business.

Enter the EFT contact name and the contact's telephone number.

Indicate entity type and provide an email address, if available, for the EFT contact.

Enter the address for the EFT contact. Payroll Service Providers – complete Section A only.

## ***SECTION B – ACH DEBIT FILERS***

Enter your complete VA Tax Account Number(s), Federal Identification Number(s) (FEIN's) and Bank Account Number(s), along with the bank Routing and Transit number(s). If your bank account is a savings account, enter a ✓ in the column, where indicated.

Staple a voided **check** (**NOT A DEPOSIT SLIP**) from your bank account to the top of the form.

## ***SECTION C – ACH CREDIT FILERS***

**Before submitting this form**, check with your bank to ensure that the capability exists for initiating ACH Credits. Tell your bank representative that the bank must submit your credit payment in the CCD+TXP format<sup>8</sup>. This format is the only acceptable format that the Tax Department's bank can use.

For each tax type to be paid by EFT, enter the Virginia Tax account and Federal Employer Identification Number ("FEIN").

## ***SECTION D - ALL TAXPAYERS***

Print or type the name of an Owner, Partner, Officer or other person responsible for the business. The responsible person must read and understand the statement, **sign**, and date the form. The Agreement Form cannot be signed by an agent of the business (i.e. hired bookkeeper). The form **must** be signed by an owner, partner, officer, or other person responsible for the business.

FAX the form and a voided check(s), if applicable, to the number shown on the form **OR** make a copy of the documents for your records and mail the original document(s) to the address shown on the form.

<sup>8</sup> CCD+TXP is the file format standard set by the National Automated Clearinghouse Association (NACHA).