

Instructions for Completing the EFT Authorization Form

GENERAL

Please type or print clearly. Return the authorization form to the Franchise Tax Board within 15 days from the date you receive it.

By checking the appropriate box, you must use this form to:

- register for participation in the EFT program;
- change the bank account you use for EFT transactions;
- change your EFT payment method; or
- change your contact information.

SECTION I

Complete all of the blocks in this section.

Your entity identification number is your seven digit California corporation number.

SECTION II or SECTION III

Complete one of these sections, not both. Complete Section II if you have selected ACH Debit or Section III if you have selected ACH Credit. Check the appropriate box and complete each block of information for that method.

IMPORTANT INFORMATION:

1. Taxpayers are subject to EFT requirements pursuant to Section 19011 of the Revenue and Taxation Code.
2. Once you are registered as an EFT taxpayer, **ALL** your corporate income and franchise tax payments to FTB must be by EFT regardless of the type of payment, the amount of payment or the income year the payment is intended for. If a taxpayer subject to EFT requirements remits payment by other means (i.e. check, cash, etc.), a penalty equal to 10% of the amount paid will be assessed.
3. When you have returned your completed authorization form you will receive additional information pertaining to the payment method you have selected.
4. A taxpayer may request a waiver of participation in the EFT program. The Franchise Tax Board may grant a waiver if it determines that the particular amounts paid in excess of the threshold amounts were not representative of the taxpayer's tax liability. An EFT Election to Discontinue or Waiver Request (FTB 3816) is included in the back of your EFT information Guide (FTB 3817).
5. Members of a unitary group that compute tax on a combined basis must use the total tax liability and estimated tax payments made by all members of the group to determine whether the threshold amounts are met. This is true even if individual members of the unitary group file separate returns.