Electronic Federal Tax Payment System

1. Get Enrolled:

Go to   **http://www.eftps.com**
Select   **Enrollment**
X   I accept the Privacy Act………….
Enroll me as a: **Business**

Enter your **employer identification number**. (Do not use your social security number).
This is a nine digit number found either on the front page of your corporation tax return; or on schedule F
for an individual. Or, you can find it with previously filed payroll forms. (i.e. form 943 or employee W-2's).

Fill in the name, address, and phone number information.

X Authorize a transaction yourself.

Fill in the information for the bank routing number and account number for the checking account
that you will make payments from.

Complete the enrollment finalization information as requested.

IRS will then issue you a PIN number and initial password, which is used to log on to the site.

Then you will need to create your own password the first time you log on to the site.

Keep your PIN number and password with your records. You will need both to log on to the web site.

2. Making a payroll deposit for taxes withheld from Agricultural Wages:

Go to   **http://www.eftps.com**
Select   **Make A Payment**

Enter Tax Form Number   **943**   **Next>**

Tax Type Selection   **X** Federal Tax Deposit   **Next>**

Payment Amount   (**enter the amount that is due, in dollars and cents**.)
The month will always show December.
Year   (**enter the calendar year that the wages were paid**.)
Example: 2010 Wages: Normal deposits made during the year……   enter **2010**
                        Final deposit made in January of 2011……   enter **2010**

Settlement Date (**enter the date that you want to have the money withdrawn from your account**.)   **Next>**

Verify Payment Information:
Review the information carefully. If corrections are needed….. select "previous" and make any corrections.
After verifying the entered information……. Select   **Make Payment**

The next page will acknowledge your payment and show a confirmation number.
Always print the page showing your confirmation number and keep it with your records.
Be sure to **Logout** when you exit the site.   **Accept**

3. Making an estimated payment or final payment for corporate income tax:

Go to **http://www.eftps.com**

Select   **Make A Payment**

Enter Tax Form Number   **1120**   **Next>**

Tax Type Selection   **X**   Federal Tax Deposit   **Next>**

Payment Amount   (**enter the amount that is due, in dollars and cents**.)

The month will always show – Not Required
.
Year   (**enter the year that the tax estimate, or final payment is for**.)

For this purpose, the year is always the tax period in which the corporation's fiscal year **ends**.

Example:
If your corporate tax year is:

Beginning date		**Ending date**	**Enter this as the year:**
January 1, 2010	-	December 31, 2010…………….	**2010**
February 1, 2010	-	January 31, 2011……….....…..	**2011**
March 1, 2010	-	February 28, 2011……....….….	**2011**
April 1, 2010	-	March 31, 2011……...….….….	**2011**
May 1, 2010	-	April 30, 2011…….…..….….….	**2011**
June 1, 2010	-	May 31, 2011……….…....….….	**2011**
July 1, 2010	-	June 30, 2011…..….….….….	**2011**
August 1, 2010	-	July 31, 2011……..…....….….	**2011**
September 1, 2010	-	August 31, 2011…….…...…..….	**2011**
October 1, 2010	-	September 30, 2011…..….…...….	**2011**
November 1, 2010	-	October 31, 2011……....……...….	**2011**
December 1, 2010	-	November 30, 2011……..…….….	**2011**

Settlement Date (**enter the date that you want to have the money withdrawn from your account**.)   **Next>**

Verify Payment Information:
Review the information carefully. If corrections are needed….. select "previous" and make any corrections.
After verifying the entered information…….   Select   **Make Payment**

The next page will acknowledge your payment and show a confirmation number.

Always **print the page showing your confirmation number** **and keep it with your records**.

Be sure to **Logout** when you exit the site.   **Accept**