

## Federal Tax Online

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## Federal Tax Payments

Some local banks recently notified employers that they either will no longer accept monthly tax deposits for Federal Income, Social Security, and Medicare taxes or will charge a fee for this service. Council may elect to continue making bank deposits. Your local bank may provide the service free or may charge a processing fee.

### EFTPS (Electronic Federal Tax Payment System)

Enrollment for the EFTPS online is located at <https://www.eftps.com/eftps/> to transfer monthly Federal Income, Social Security, and Medicare taxes from the Council's bank account to the U.S. Treasury account. This is a **free service** provided by the U.S. Department of the Treasury.

**Council approval** is required for enrollment and should be reflected in the Council's Minutes.

**Council approval/signature** is also required when making online tax payments.

To enroll for either the EFTPS **Online** or **EFTPS-By Phone**, the following information is required.

- a. Employer Identification Number (EIN)
- b. Financial Institution's RTN (Routing Transit Number). This is the 9-digit number that appears along with your account number on your checks. Call your Bank to determine if they participate in the electronic withdrawal.
- c. Bank account number
- d. Account Type (checking or savings)

### Taxpayer Enrollment

For the Primary Contact Name, enter **Extension Council Officer**. Do not enter the Bookkeeper's name.

For the Primary Contact E-Mail Address, enter the **Extension office's email address**.

Within 15 days, a **Personal Identification Number (PIN)** and Confirmation Materials will be mailed to your IRS Address of Record. The confirmation materials will explain how to obtain your **Internet Password if you use the EFTPS-Online** method. No password is required for the Phone method.

EFTPS Payments may be accomplished in two ways and are interchangeable.

- **EFTPS-Online**  
 Make Online Bank Transfers. You will be able to review and sort payment history, check payment status, and make enrollment changes online.
- **By Phone-EFTPS Voice Response System**  
 This voice automated system allows you to make tax payments using the telephone. Bank Transfer.

### Monthly Tax Payments

- In the QuickBooks **Process Payroll Liabilities screen**, select the Federal Income, Social Security and Medicare tax amounts and create the payroll liability check transaction.
- Uncheck the "to be printed" field.
- In the Check Number field, enter EFTPS, or EFTPS followed by the calendar month the liability tax payment was transferred. i.e. EFTPS Sept. Keep Transaction open!
- **Print the Transaction in Journal format.** You will not write a check! Do not click the Print button displayed in the Liability Check transaction.
  - Click **Reports** from the menu bar.
  - Select **Transaction Journal** (at bottom of list)
  - Click on **Print button** at the top of the Journal report.
  - Change to **Landscape** Orientation.
  - Click **Print button** to print the Journal report.
  - Close the Journal report to return to the Liability Check transaction.
- Click the **Save** button.
- Go to the EFTPS Online web site (identified above)
  - Click Login button
  - Enter your EIN, PIN, and Internet Password
  - Enter tax data as requested.

After submitting EFTPS-Online monthly tax payments, you will receive an EFT Acknowledgment Number and a confirmation.

- Print the confirmation report and attach the report to the Transaction Journal report printed from QuickBooks.
- **A Council Officer should sign and date the confirmation report.**
- File the signed confirmation report and the journal report.

**Note: All online payments must be approved and signed by appropriate Council Officers, just as if they were signing a check payment.**