

Triple AAA Service

Tax Deposit Instruction Letter

January 08, 2001
The xyz company
P.O. Box 123
LittleTown, Texas, 78654-1234

Please note that a worksheet has been printed for you. The worksheet has a step by step method for registering payment of taxes by using a touch tone phone. The total amount due for your 941, January 11, 2001 is **\$4,247.26**.

Please make sure that the appropriate funds are in your bank account, and make sure to **call no later than one business day prior to Thursday, January 11, 2001**. With EFTPS VRS, a business day is considered over by 8:00pm Eastern Time. If Thursday, January 11, 2001 is a holiday, you may file the following business day.

The box below shows the breakdown of the tax deposits/other disbursements for this payroll.

Sincerely,

Triple AAA Service

FEDERAL 941 TAXES			
FICA			2,285.91
Medicare			534.61
Federal W/H			1,426.74
		Total Federal Form 941 taxes this Period	4,247.26
EFT/ACH/DISBUREMENTS AND PAYMENTS MADE AGAINST THESE TAXES			
941 Federal Taxes	Payee:IRS		4,247.26
	Total Unpaid this Period		0.00

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OTHER TAXES IN THIS REPORTING PERIOD

CODE	DESCRIPTION	AMOUNT	PAID	UNPAID
80	SDI - California	26.40	0.00	26.40
81	ETT - California	2.93	0.00	2.93
92	FUTA	147.48	147.48	0.00
93	California Suta	79.21	79.21	0.00
93	Florida Suta	69.56	69.56	0.00
93	Louisiana Suta	24.32	24.32	0.00
93	Texas Suta	517.52	517.52	0.00
94	W/COMP	525.95	0.00	525.95
97	California W/H	90.40	90.40	0.00
97	Louisiana W/H	47.23	47.23	0.00
		1,531.02	975.73	555.28

EFTPS-Direct Payment Worksheet

EFTPS Voice Response System

The xyz company

- ① **You dial:** **For a live payment: 1-800-2PAYUSA (1-800-272-9872) To practice: 1-800-945-6400**
EFTPS responds: "Welcome to EFTPS, the Electronic Federal Tax Payment System"

EFTPS prompts: "Please enter your 9-digit Taxpayer Identification Number or TIN"

- ② **You enter:** (9-digit Employer Identification Number)

EFTPS prompts: "Enter your 4-digit PIN"

- ③ **You enter:** (4-digit Personal Identification Number)

EFTPS prompts: Lists the Main Menu Selections

- ④ **You enter:** **Press 1 (To initiate a tax payment)**

EFTPS prompts: "Enter the 3-to 6- digit Tax Form number"

- ⑤ **You enter:** (3-to 6-digit tax form number from IRS Tax Form Numbers/Codes on pages 10-12)

EFTPS responds: Tax Form/Tax Description (Based on the selection in step #5)

EFTPS prompts: "Enter Tax Payment Type"

- ⑥ **You enter:** **1 digit number Tax Payment Type (Select Tax Payment Type from VRS Prompt. Listen carefully for your specific Tax Payment Type. Other payment types are available through the EFTPS operator.)**

EFTPS prompts: To apply for 1st quarter (year) press 1.
To enter a different tax period press 2.

- You enter:** (To enter a tax period.)

EFTPS prompts: Enter two digit tax period year

- You enter:**

EFTPS prompts: "Enter 1, 2, 3, 4 for tax period quarter."

- You enter:**

EFTPS responds: "The next business date that the payment can be made is (Next Business Date)," (and gives you the option to accept the business date or enter a different business date)
(Note, the business date you enter must be at least one calendar day in the future).

- ⑧ **You enter:** **The Menu option to accept the business date or select a different business date.**
 (1-To accept the business date OR 2-To enter a different business date)

If you enter "2"

EFTPS prompts: "Enter the 6-digit business date that the payment will be made"

- ⑨ **You enter:** (6 digit business date in MMDDYY format)

EFTPS prompts: "Enter the Tax Payment Amount. You must enter cents even if you are reporting a whole dollar amount."

- ⑩ **You enter:** \$ (Payment amount cannot exceed \$99,999,999.99)
(Note, for Tax Forms 941, 720, and CT-1 see the back of this worksheet for subcategory breakouts)

EFTPS responds: "You have entered:"

"Tax Form (Tax Form Number)"

"Tax Period (4-digit Tax Period)"

"Tax Payment Amount (Tax Payment Amount)"

"Withdraw Date (Tax Settlement Date)"

(Lists VRS Menu Selections to Accept, Change, or Void Transaction)

- ⑪ **You enter:** **The Menu Option from the VRS prompt (1-Accept; 2-Change; 3-Void)**

To practice using
this worksheet
before making a
live payment call:
1-800-945-6400

VRS EFTPS-Direct Payment Worksheet

For Tax Form 941 Payment:

For Tax Form 941, you are requested to report the subcategories and amounts and the subcategory amounts must balance to the Tax Form 941 payment amount.

EFTPS prompts: "Enter the 941 Social Security Amount."

You enter: \$, 2,285.91 (941 Social Security Amount)

(You should enter at least one 941 subcategory amount when making a 941 tax payment. The individual 941 subcategory amounts must balance with the 941 tax payment amount entered in step #10.)

EFTPS prompts: "Enter the 941 Medicare Amount."

You enter: \$, ,534.61 (941 Medicare Amount)

EFTPS prompts: "Enter the 941 Withholding Amount."

You enter: \$, 1,426.74 (941 Withholding Amount)

If this is correct,

EFTPS responds: "Your EFT Number is (EFT Number). Record your EFT Number for future reference.
Again, your EFT Number is (EFT Number). Press the star (*) key to repeat this message."

12

You record: EFT Number

Date of call / / Record time of call : a.m./p.m.

EFTPS prompts: VRS lists the Main Menu Selections

13

You enter: Main Menu Selection Number from the VRS prompt

EFTPS responds: "Thank you for using EFTPS—the Electronic Federal Tax Payment System."

You may now hang up.