



# 5 Easy Ways to Use EFTPS

For Tax Practitioners,

Accountants and

Payroll Companies



# EFTPS is...



The Electronic Federal Tax  
Payment System—EFTPS—  
is the easiest way to make  
federal tax payments,  
and it offers you  
and your clients  
many benefits  
over a paper system.



- **Fast and economical**...no delays in sending payment reports
- **Easy to use**...simple prompts lead the way (by Internet, PC or phone)
- **Convenient**...send payments or enrollments 24 hours a day, 7 days a week from office or home
- **Accurate**...review and verification steps are included
- **Flexible**...you can schedule payments up to 120 days in advance

If you are responsible for making tax payments for multiple Taxpayer Identification Numbers (TINs), now you have five ways to pay those federal business taxes easily with EFTPS.

For more information about  
EFTPS call:  
EFTPS Customer Service  
at 1-800-555-4477  
or 1-800-945-8400.



# You Decide Which Method is Best For You:

## EFTPS–OnLine

Now you can use the Internet to make payments for your business or your clients. EFTPS–OnLine possesses state of the art security and reliability. Registration is not required for practitioners; however, taxpayers must be enrolled in EFTPS. <http://www.eftps.gov>

## EFTPS–PC Software

Available for any taxpayer or provider who wishes to make debit payments from a Windows®-based PC. Registration is not required for practitioners; however, taxpayers must be enrolled in EFTPS.

## EFTPS–Phone

Available for any taxpayer or provider who wishes to make debit payments using the telephone. This is a fast and accurate method for making multiple business or individual payments in a single phone call. Registration is not required for practitioners; however, taxpayers must be enrolled in EFTPS.

## EFTPS–Batch Provider

Designed for payroll processors and others who wish to enroll their clients and submit batches of payments using Windows®-based software. Each payment record initiates a separate debit to the bank account that you designate.

## EFTPS–Bulk Provider

Designed for payroll processors who initiate frequent payments from and desire automated enrollment through an Electronic Data Interchange (EDI)-compatible system. Each set of up to 1,000 payment records is associated with a consolidated debit or Fedwire® transaction.

## EFTPS–OnLine

Using the Internet you can access EFTPS–OnLine to enroll and make payments for your clients--24 hours a day, 7 days a week. The online system guides you through the enrollment form and tax payment report, prompting you for each piece of information as you proceed. And like EFTPS–Phone, you receive an EFT Acknowledgement Number for each transaction to verify successful completion of payment instructions.

You can enroll clients one at a time and make payments for both business and individual clients online. There's no need for practitioners to register to use EFTPS–OnLine. However, your clients must be enrolled in EFTPS, and they must have a Personal Identification Number (PIN) corresponding to their Taxpayer Identification Number (EIN or SSN). Your clients will also be required to obtain an Internet Password for added security in using the Internet. Contact Customer Service for more information.

**PLEASE NOTE:** to use EFTPS–OnLine, you must have an Internet browser with 128-bit encryption.

Visit EFTPS–OnLine at <http://www.eftps.gov>



## EFTPS–PC Software

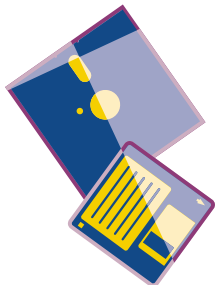
The EFTPS–Personal Computer (PC) Software is ideal for those payroll or tax professionals who make individual payments for their clients.

It is an easy to use, Windows®-based application that installs easily, and walks you through a tax payment report. With this software, you'll have a record of all tax payments, as well as confirming EFT Acknowledgement Numbers issued by EFTPS. You can make payments for your own business and your clients-up to 100 payments with each transmission.

**Please note: A separate Enrollment Form should be completed for each client enrolled.**

### System Requirements:

- IBM-compatible PC, 386 or higher; 60 MHz or higher
- Hayes-compatible modem (14.4kbps or higher preferred)
- Windows 95/98
- 8 MB RAM (12MB preferred)



## EFTPS–Phone

The EFTPS–Phone is an 800-number that can be accessed 24 hours a day, 7 days a week to initiate tax payment reports using an automated voice response system. The system guides you effortlessly through a tax payment report, prompting you for each piece of information as you proceed. In addition, you receive an EFT Acknowledgement Number for each transaction to verify successful completion of payment instructions.

You can make multiple payments for multiple clients in one phone call. There's no need for practitioners to register to use EFTPS–Phone. However, your clients must be enrolled in EFTPS, and they must have a Personal Identification Number (PIN) corresponding to their Taxpayer Identification Number (TIN).



## EFTPS–Batch Provider

If you make multiple tax payments for your clients, and you need a rapid enrollment capability of 3 days or less, you may wish to register as an EFTPS Batch Provider. This registration entitles you to...

- Free Batch Provider software

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- An Inquiry PIN

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- Complete PC enrollment capabilities

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- Enrollment and payment response files sent to you automatically

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- The ability to send up to 750 payments in one transmission.

### How to Register

You need to complete a Registration Form before submitting federal tax payments on behalf of your customers.

**To request a Batch Filer Registration Form, please call Customer Service at 1-800-555-4477 or 1-800-945-8400.**

You will need to make sure you have a completed IRS Form 8655, Reporting Agent Authorization, or Form 2848, Power of Attorney (POA), before submitting electronic federal tax payments or enrollments for your clients.

### Personal Identification Number (PIN)

After you register, you will receive an Inquiry PIN, which can be used for inquiry on enrollments and payments submitted using the Batch Provider software.

Your Registration will be assigned an EFTPS Batch Filer registration number. The registration/PIN combination will link your registration to the bank account you indicate on your Registration Form.

### The EFTPS Batch Provider software features...

- Windows®-based

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- Easy to install and use

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- Personal mailbox assigned for file retrieval

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- Self testing functions allow you to test the system

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- Supports all communications to EFTPS

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- Control totals on import files

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- System Requirements:
  - Intel-compatible PC, 486 or higher; 50 MHz or higher
  - Hayes-compatible modem (14.4kbps or higher preferred)
  - Windows 95/98
  - 8 MB RAM (16MB recommended)



## EFTPS–Bulk Provider

If you process frequent payments and are EDI-capable, then the Bulk Provider option may be ideal for you. You can enroll and make payments using standard ANSI transaction sets through EDI transmissions. Each set of up to 1,000 payment records is associated with a consolidated debit or Fedwire® transaction.

### Registration

The total amount of development time to become an EFTPS Bulk Provider is approximately 8-10 weeks. You will work directly with EFTPS to establish your enrollment and payment process.

Before you register, make sure every taxpayer for whom you will be submitting EFTPS payments has signed an IRS Form 8655, Reporting Agent Authorization, or other approved form authorizing you to send and receive certain tax information from the Internal Revenue Service. This authorization must be on file with the IRS prior to submitting the taxpayer's initial payment.

You need to complete a Bulk Provider Agreement before submitting electronic federal tax payments on behalf of your customers.

To register as a Bulk Provider call  
EFTPS Customer Service at  
1-800-555-4477 or 1-800-945-8400.

### Bulk Provider System Specifications

To use the EFTPS Bulk Provider program, you must be able to accommodate the following system specifications:

- **Communications Protocol** – Standard ASCII character set over a Transmission Control Protocol/Internet Protocol (TCP/IP) connection.
- **Line Service** – Dial-up connection, establishing a Point to Point Protocol (PPP) or Serial Line Interface Protocol (SLIP).
- **Initiation Function** – EFTPS will initiate the process by dialing into the bulk filer's host system.
- **Common Carrier Interface** – Standard Hayes compatible modem capable of establishing a PPP or SLIP protocol.
- **Line Type** – Two wire, analog, voice grade, dedicated or dial-up lines (standard connection).
- **Transmission Speeds** – 9600BPS and up
- **Security: Identification-Authentication-Encryption** – Black Box security providing point to point encryption.

**NOTE:** The Bulk Provider will be responsible for providing related encryption devices necessary to accommodate their transmission(s) required for this specification.

Please call EFTPS Customer Service  
at 1-800-555-4477 or 1-800-945-8400  
for more information.

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- EFTPS–PC Software
- EFTPS–Phone
- EFTPS–Batch Provider
- EFTPS–Bulk Provider



Department of the Treasury  
**Internal Revenue Service**

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