

# YOUR GUIDE FOR PAYING TAXES THE EASY WAY—ELECTRONICALLY.



## WHAT IS EFTPS?

The Electronic Federal Tax Payment System (EFTPS) is a free service from the U.S. Department of the Treasury. EFTPS is a convenient way to make federal tax payments online or by phone, 24/7.

EFTPS is secure and easy to use—enabling you to schedule your payments in minutes.

Businesses can schedule payments once the liability is determined up to 365 days in advance.

Individuals can schedule estimated payments up to 365 days in advance.

## HOW DO I ENROLL?

### 1 Gather the following information:

- Taxpayer Identification Number (Employer Identification Number or Social Security Number)
- Bank account number and routing number
- Address and name as they appear on your IRS tax documents

### 2 Visit [www.eftps.gov](http://www.eftps.gov)

- Select the Enrollment tab
- Enter the requested information
- Select Business or Individual
- Submit

### 3 Get your temporary Internet password.

After you receive your PIN, call **1.800.982.3526** to get a temporary Internet password.

## HOW DO I MAKE A TAX PAYMENT USING EFTPS?

Payments must be scheduled at least one calendar day prior to the tax due date (before 8:00 p.m. ET).

Remember, you can use EFTPS to make all federal tax payments and to review up to sixteen months of your tax payment history.

ONLINE: 

### 1 Visit [www.eftps.gov](http://www.eftps.gov) and select “Make a Payment.”

### 2 Log in with your EIN/SSN, PIN, and Internet password.

Note: For your added security, the first time you visit [www.eftps.gov](http://www.eftps.gov), you will be prompted to change this password.

### 3 Enter the payment information in the step-by-step screens.

### 4 When you’re finished, save a copy of the Payment Confirmation page. This contains your EFT Acknowledgment Number that acts as a receipt for your payment instruction.

PHONE: 

### 1 Call **1.800.555.3453**.

### 2 Enter your EIN/SSN and PIN.

### 3 Press 1 to make a payment.

### 4 Follow the prompts to complete your payment.

### 5 Record your EFT Acknowledgment Number.

## USING A TAX PROFESSIONAL?

If a payroll company, accountant, or other third party makes any federal tax payments for you, be sure to review this information with that entity.

## QUESTIONS?

EFTPS Customer Service for Businesses at **1.800.555.4477** | EFTPS Customer Service for Individuals **1.800.316.6541**