

What is EFTPS?

- EFTPS—Electronic Federal Tax Payment System is a service offered free by the U.S. Department of the Treasury for business and individual taxpayers
- Online and phone options for making Federal Tax Deposits and estimated tax payments
- More than 4 million taxpayers enrolled
- Available 24/7
- Dedicated Customer Service operators that only handle EFTPS inquiries

How Does EFTPS Work?

- Enrollment is required
- You authorize EFTPS to move money from your bank account to the Treasury's account for paying your taxes
- You make your payments online or by phone at least one calendar day prior to tax due date
- To use the online feature, you need your EIN, PIN and Internet Password
- To use the phone feature, you need your EIN and PIN
- After you enter your payment instructions, EFTPS transfers the funds from your account to Treasury in the amount you indicate, on the date you indicate
- You receive an immediate confirmation of the payment by phone or online
- EFTPS reports the tax payment information to IRS to update your tax records

How Do You Activate Your Enrollment?

- Have your EIN, PIN and bank account information handy.
- Call the 800-number listed in the instructions you receive.
- Enter the information as instructed.

NOTE: If you wish to make tax payments using Federal Tax Deposit coupons, please call the IRS at 1-800-829-4933. Allow 5-6 weeks for delivery.



EFTPS Customer Service
1-800-555-4477



Department of the Treasury
Internal Revenue Service

www.irs.gov

Publication 4248 (11-2006)
Catalog Number 37391K



PLEASE READ
Before Taking Any Action

**IMPORTANT INFORMATION
ABOUT HOW TO PAY YOUR
FEDERAL TAXES.**

To make your Federal Tax Deposits over the Internet or by phone, **your company has been enrolled in the Electronic Federal Tax Payment System (EFTPS)**, a service provided free by the U.S. Department of the Treasury.



To help you get started making federal tax payments online or by phone, your company has been enrolled in EFTPS.

You will receive a mailing that contains your PIN and instructions for activating your enrollment.

What Should You Do Now?

➔ *No action is required at this time.*

When you receive your EFTPS PIN in the mail, included will be instructions to activate your enrollment.

Watch Your Mail For Your EFTPS PIN

➔ *You will need your PIN to begin paying taxes using EFTPS.*

If you have not received your PIN within 5 business days, please call the dedicated EFTPS Customer Service Number: 1-800-555-4477.

About EFTPS...

More than 7 million taxpayers are enrolled in EFTPS, a free service that began in 1996. For the government, EFTPS improves the flow and accuracy of funds into Treasury; for you, EFTPS makes paying taxes a lot easier...

- EFTPS offers paperless payments online or by phone, and you receive an immediate confirmation number that acts as a receipt for your payment.
- You can schedule your payments in advance to avoid missing a deadline if you're out of town or busy.
- You can review 16 months of payment history by phone or online.
- A special Customer Service unit with live operators that only handle EFTPS questions—available 24/7.

Any Questions? Call Customer Service at 1-800-555-4477, 24 hours a day, 7 days a week.

If you use a payroll company, accountant, or a third party

to make your federal tax payments for you, be sure to explain to them that you want to use EFTPS to make your tax payments.

Please note: *If you are not going to activate your EFTPS enrollment and wish to begin making tax payments using Federal Tax Deposit (FTD) coupons, you must call the IRS at 1-800-829-4933 to obtain additional coupons. Allow 5-6 weeks for delivery of the FTD coupon book. Please use the one FTD coupon that was inserted in your EIN package to make any payment that may be due before your FTD coupon book arrives.*

Many times taxpayers forget to send the FTD Coupon book to their provider or the taxpayer needs to retain it to make other form type tax payments. When it is time to make the payment, the party without the FTD Coupon Book has to call or visit IRS to get additional coupons. This adds additional time to the payment process and could cause a penalty to be incurred. If you and your payroll company were both using EFTPS to make payments you wouldn't have to worry about who has the coupons.

If you are using a payroll company, accountant, or third party to make your federal tax payments you will need to provide/redirect the FTD coupon book to them. The coupon book is mailed to the address of record (business address) unless another mailing address is specified by the taxpayer.

If you physically provide or mail the FTD coupon book to your representative, without changing the mailing address, future coupon books will continue to be mailed to your address of record. Please use the Form 8109C in the front of the coupon book to change the mailing address so future FTD coupon books are mailed to your representative.

Even if you decide to continue using coupons, we encourage you to activate your EFTPS enrollment now so that you can make timely payments in the meantime or anytime in the future when you are without FTD coupons.

