I have always been frustrated when a TP ask me a question about EFTPS because I don't know anything about it. Most of it I think I could figure out if I knew what the options were. So, when I couldn't find a way to actually see what the TP sees, I started a business & got my own EIN number and signed up for EFTPS.   Here's what I learned.
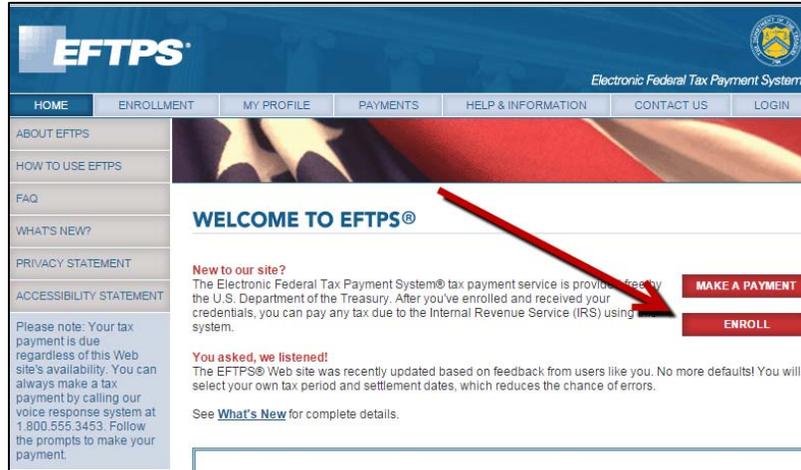
[Sign up process](#)

[Making a payment](#)
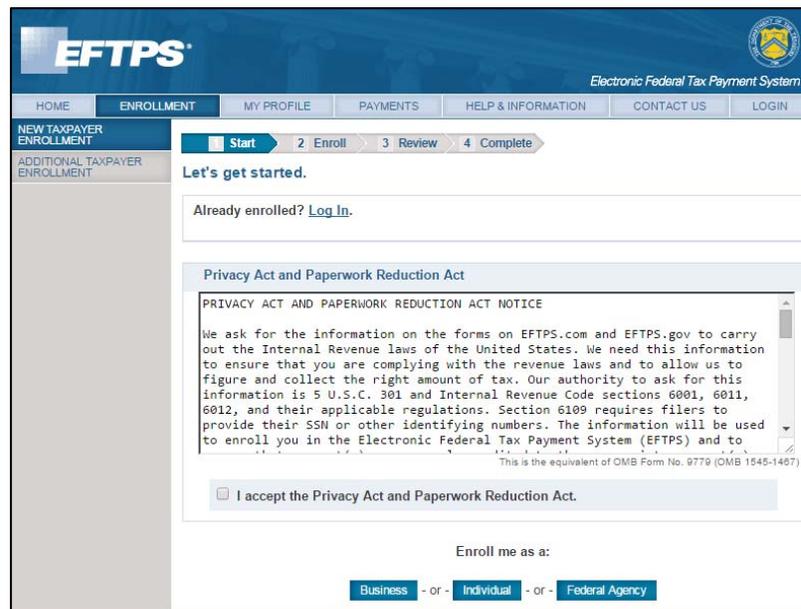
[Miscellaneous information](#)

SIGN UP PROCESS

The EFTPS sign up is actually pretty easy.

1. **Go to eftps.gov and select enroll**

2. **At the bottom, click to accept the Privacy Act & select business, individual or gov't agency. (I chose "gov't agency" and "IRS". Just kidding George)**

3. The next screen fill in EIN, contact info and bank info

1 Start	2 Enroll	3 Review	4 Complete

Stop! If you used a coupon in the past two years or if your business is less than a year old, you are pre-enrolled in EFTPS. Please locate the four-digit Personal Identification Number (PIN) that was mailed to you and call 800.555.3453 to activate your enrollment. You'll need your banking information to do so. If you can't find your PIN and have not already completed your enrollment, call 888.434.7338 and your PIN will be given to you. *If you choose instead to create a new enrollment in EFTPS by completing the form on this page, it will be five to seven business days before you receive your PIN in the mail and can schedule a payment.*

Business information

EIN: Employer Identification Number ?

Business name ?

Business U.S. phone

Business international phone

Contact information

Name ?

Country

UNITED STATES OF AMERICA

Address

City   State

- select state -

ZIP

U.S. phone   International phone

Financial information

Payment options ?

○ Authorize a transaction yourself. ?
Free; most frequently used by small businesses and individuals.
Routing number ?

OR ○ Have your **Financial Institution** initiate your transaction. ?
Check with your financial institution first to see if this service is available and what fees you may be charged.

4. **Next verify the bank account, etc. At the bottom you have to electronically sign by simply typing your name & putting in your TIN**

Financial information

Routing number ?

~~004200580~~

~~FSB BANK NATIONAL ASSOCIATION~~

Account number ?

~~4000054~~

Account type

Checking

Authorization

Authorization agreements

```
authorization shall be made under U.S. Treasury regulations. This
authorization is to remain in full force and effect until the designated
Financial Agents of the U.S. Treasury have received written notification
of termination in such time and in such manner as to afford a reasonable
opportunity to act on it.

DISCLOSURE AUTHORIZATION AGREEMENT

Please read the following Authorization Agreement:

I hereby authorize the contact person listed on this form and financial
```

Electronic signature ?

Name ?

Date

January 27, 2015

EIN: Employer Identification Number ?

5. **Hit Complete**
6. **I do not have the actual screen shot for the next screen but I believe it is the one where they inform you they will send your PIN to you in the mail. It took mine about 3-4 days.**
7. **When you get your PIN in the mail, go to the site & select Log In and then "Need a Password".**

Login

Please enter your Employer Identification Number (EIN) or your Social Security Number (SSN), PIN, and Internet password in the fields below. If you do not have a PIN, please enroll first.

EIN (for Business)

or

SSN (for Individual)

PIN

Internet Password

Need a Password

CANCEL   LOGIN ▶

8. **You will enter your EIN, PIN and the last 8 digits of your enrollment number at the bottom of the paper they sent you.**

1. Enter your Employer Identification Number or Social Security Number

EIN (for Business) ⬚ - ⬚

-OR-

SSN (for Individual) ⬚ - ⬚ - ⬚

2. Enter your PIN

PIN ⬚

3. Enter your Verification Information

Enter either your banking information or the last eight digits of your enrollment number.

○ Banking Information

To use this option, you must have provided EFTPS with your banking information when you enrolled.

Routing number   ?   ⬚

Account number   ?   ⬚

Re-enter account number   ⬚

-OR-

○ Last eight digits of enrollment number   ⬚

If you enrolled yourself, this number is on your PIN letter. If EFTPS pre-enrolled you, you received this number when you called to activate your enrollment.

Then choose a password. Once your password is accepted (you have to do the x number characters, capital & lower case, a symbol, etc.) you can log in.

MAKING PAYMENTS

1. **Go to eftps.gov**
2. **Select "Make A Payment"**

3. **Log in with your EIN/Pin & password**

4. **Select which form the payment is to be applied to.**

a. You can enter the tax form number or select a form. Below are the forms that are listed under
   i. Most Common:

```
Common Forms
  select a form
  720 Quarterly Federal Excise Tax Return
  940 Employers Annual Unemployment Tax
  941 Employers Federal Tax
  943 Emplyr Annl Tax for AG EMPLOYEES
  945 Annual Withheld Federal Income Tax
  1041 US Fiduciary Income Tax Return
  1120 Corporation Income Tax Return
```

   ii. All Forms in Numerical Order:

```
11-C Tax & Applc for Registry-Wagering
706GS(D) Genrtn-skip Transfer Tax for Dist
706GS(T) Genrtn-skip Transfer Tax for Term
720 Quarterly Federal Excise Tax Return
730 Tax on Wagering
926 Transfer of Property to Frgn Entity
940 Employers Annual Unemployment Tax
941 Employers Federal Tax
943 Emplyr Annl Tax for AG EMPLOYEES
944 Employers Annual Employment Tax Return
945 Annual Withheld Federal Income Tax
990 Organization Exempt Income Tax
990-BL Excise Tax-Black Lung Benefit Trust
990C Farmers Coop Assoc Income Tax
990PF Return of Private Foundation
990T Exempt Org Business Income Tax
1041 US Fiduciary Income Tax Return
1041A US InfoTrust Accum of Charitable Amounts
1042 W/H US Source Income Foreign Person
1065 US Partnership Return of Income
1066 R.E.Mortgage Invest Conduit Income
1120 Corporation Income Tax Return
1120DISC Domestic Intl Sales Corp Return
2290 Heavy Vehicle Use Tax Return
2438 Regulated Inv Co-Undistr Cap Gains
4720 Certain Excise Taxes on Charities
5227 Split-Interest Trust Information
6069 Excise Tax Excess Contr to Blck Lng
7200D Branded Prescription Drug
8038 Arbitrage Rebate Exempt Private Activity Bond
8038-T Arbitrage Rebate Exempt Private Activity Bond
8288 W/H Disposal by Frgn Persn US Prop
8404 Int Chrg DISC-Reltd Defer Tax Liab
8489 Summary of US Information Returns/Penalty Assess
8612 Excise Tax on Undist Income of REIT
8613 Tax on Undistr Incm of Reg Invsmt
8697 Int Under Look-Bck Comp LT Contract
8725 Excise Tax of Greenmail
8752 Req Pymt/Refund Under Sec 7519
8804 Annual Return Partnership W/H
8805 Annual Return Partnership W/H
8813 Annual Return Partnership W/H
8831 Excise Tax on Undist Income of REIT
8876 Excise Tax on Struct Stlmnt Factoring Trans
8963 Insurance Provider Fee
CT-1 Railroad Retirement
```

5. **Next select what type of tax**

Tax Type Selection

Please select a Tax Type: ❓

○ Federal Tax Deposit

○ Balance due on return or notice

○ Payment Due On An Amended Or Adjusted Return

○ Audit Adjustment

◀ PREVIOUS | NEXT ▶

6. **If you choose Federal Tax Deposit on a 941 you have to also designate the SS, Med, WH.**

Sub Category Amounts

For the tax form you have selected, please break down the amount being paid into one or more of the following Sub Categories. The total of Sub Category amounts must equal your Payment Amount: ❓

PLEASE NOTE
Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.

Tax Form Selected	
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Payment Amount	$150.00

Sub Category Amounts		
1 Social Security	$	
2 Medicare	$	
3 Tax Withholding	$	

CLEAR FORM   ◀ PREVIOUS | NEXT ▶

7. **Verify the payment information and select "Make Payment" at the bottom. (this was as far as I was willing to take it. I was afraid if I went any further it would actually make a payment and I would have a hard time explaining that to get my money back.)**

Verify Payment Information

Please review all the information you have input before you click "Make a Payment." If you wish to make changes, click the "Previous" button below.

PLEASE NOTE

Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.

Payment Information	Entered Data
Taxpayer EIN	xxxxx5593
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q1/2012
Payment Amount	$150.00
Settlement Date	01/28/2015
Subcategories:	
1 Social Security	$25.00
2 Medicare	$25.00
3 Tax Withholding	$100.00

◀ PREVIOUS | MAKE PAYMENT

8. **If, instead of FTD you select Balance Due on return or notice, you simply put in the amount, period to apply to and settlement date**

Business Tax Payment

Please enter the tax period (quarter and year) and the settlement date in the fields below. A tax period drop-down menu and a pop-up settlement date calendar are provided for your convenience.

If you select the next business date for the funds to be electronically transferred from your account, you will not be able to cancel this payment. EFTPS requires at least 2 business days' notice to cancel a payment.

For fiscal year taxpayers, please enter the four-digit year in which your tax filing period ends. Click here for an example.

Payment Amount	$ [　　　　]	(example: 1234.56)
Tax Period	Quarter [Select ▼]	
	Year [　　]	(yyyy)
Settlement Date	[　　　　]	(mm/dd/yyyy)

CLEAR FORM   ◀ PREVIOUS | NEXT ▶

9. Then verify and make payment

Verify Payment Information

Please review all the information you have input before you click "Make a Payment." If you wish to make changes, click the "Previous" button below.

Payment Information	Entered Data
Taxpayer EIN	xxxxx5593
Tax Form	941 Employers Federal Tax
Tax Type	Balance due on return or notice
Tax Period	Q2/2010
Payment Amount	$100.00
Settlement Date	01/29/2015

◄ PREVIOUS | MAKE PAYMENT

MISCELLANEOUS:

A couple of interesting things to note:

1. **Clicking on Payments at the top and then on the left you can cancel a payment and check payment history.**

2. **Checking payment history will allow you to view all payments for differing periods up to 16 months.**

3. **Clicking on "Advanced Search" at the bottom gives you more options to hone in on a particular payment**

4. **If you select next business date for settlement date you will not be able to cancel the pmt because EFTPS required 2 business days' notice to cancel.**

If you select the next business date for the funds to be electronically transferred from your account, you will not be able to cancel this payment. EFTPS requires at least 2 business days' notice to cancel a payment.

5. **This could be very helpful for a new business:**

Stop! If you used a coupon in the past two years or if your business is less than a year old, you are pre-enrolled in EFTPS. Please locate the four-digit Personal Identification Number (PIN) that was mailed to you and call 800.555.3453 to activate your enrollment. You'll need your banking information to do so. If you can't find your PIN and have not already completed your enrollment, call 888.434.7338 and your PIN will be given to you. *If you choose instead to create a new enrollment in EFTPS by completing the form on this page, it will be five to seven business days before you receive your PIN in the mail and can schedule a payment.*