

ACTIVATING YOUR ENROLLMENT

1 CALL 1-800-555-3453.

Enter your EIN and the PIN you received in the mail from EFTPS.

- ### 2 ENTER YOUR FINANCIAL INSTITUTION INFORMATION,
- including account number, bank routing number, and account type (savings or checking) when instructed.



A sample business check from XYZ COMPANY, INC. with fields for Routing No. and Account No. marked with arrows. The check number is 1100100. A large 'SAMPLE BUSINESS CHECK' watermark is overlaid on the check.

The voice response system will repeat the number you entered so you can either confirm or correct the number.

3 RE-ENTER YOUR PIN

4 ENTER THE PHONE NUMBER

of the person to contact in case of questions regarding your EFTPS enrollment. This could be you or a member of your staff.

5 RECORD THE ENROLLMENT NUMBER

and keep for future reference.

CUSTOMER SERVICE } 1-800-555-4477

PLEASE HAVE HANDY

- EIN
- PIN
- BANK ACCOUNT INFO

MAKING A FEDERAL TAX PAYMENT

EFTPS ONLINE



1. Go to www.eftps.gov and click on "Make Payment."
2. Log in with your EIN, PIN, and Internet Password.
3. Enter the payment information in the step-by-step ^{ser v} screens that follow.
4. When you're finished, print out a copy of the "Payment confirmation" page. This contains your EFT Acknowledgment Number that acts as a receipt for your payment instruction.

EFTPS BY PHONE



1. Call 1-800-555-3453.
2. Enter your EIN and PIN.
3. Press 1 to make a payment.
4. Follow the prompts to complete your payment.
5. Record your EFT Acknowledgment Number.

