

EFTPS-Direct Payment Worksheet (long form)

EFTPS Voice Response System (Photocopy this worksheet for future use.)

1 **You dial:** *For a live payment:* 1-800-2PAYUSA (1-800-272-9872) *To practice:* 1-800-945-6400
 EFTPS responds: "Welcome to EFTPS, the Electronic Federal Tax Payment System"

EFTPS prompts: "Please enter your 9-digit Taxpayer Identification Number or TIN"
2 **You enter:** (9-digit Employer Identification Number)

EFTPS prompts: "Enter your 4-digit PIN"
3 **You enter:** (4-digit Personal Identification Number)

EFTPS prompts: Lists the Main Menu Selections
4 **You enter:** **Press 1 (To initiate a tax payment)**

EFTPS prompts: "Enter the 3-to 6- digit Tax Form number"
5 **You enter:** (3-to 6-digit tax form number from IRS Tax Form Numbers/Codes on pages 10-12)
 EFTPS responds: Tax Form/Tax Description (Based on the selection in step #5)

EFTPS prompts: "Enter Tax Payment Type"
6 **You enter:** **1 digit number Tax Payment Type (Select Tax Payment Type from VRS Prompt. Listen carefully for your specific Tax Payment Type. Other payment types are available through the EFTPS operator.)**

EFTPS prompts: To apply for 1st quarter (year) press 1.
 To enter a different tax period, press 2. "Enter the 2-digit Tax Period (year) for this payment."
 "Enter 1, 2, 3, 4 for tax period quarter."
 (For Annual payment) "Enter the 2-digit Tax Period (year) for this annual payment."
7 **You enter:** (Valid 1-or 2-digit Tax Period based on IRS Tax Form Numbers/Codes on pages 10-12)

EFTPS responds: "The next business date that the payment can be made is (Next Business Date)," (and gives you the option to accept the business date or enter a different business date)
(Note, the business date you enter must be at least one calendar day in the future).
8 **You enter:** **The Menu option to accept the business date or select a different business date.**
 (1-To accept the business date **OR** 2-To enter a different business date)

If you enter "2"
 EFTPS prompts: "Enter the 6-digit business date that the payment will be made"
9 **You enter:** (6 digit business date in MMDDYY format)

EFTPS prompts: "Enter the Tax Payment Amount. You must enter cents even if you are reporting a whole dollar amount."
10 **You enter:** \$, , . (Payment amount cannot exceed \$99,999,999.99)
 (Note, for Tax Forms 941, 720, and CT-1 see the back of this worksheet for subcategory breakouts)

EFTPS responds: "You have entered:"
 "Tax Form (Tax Form Number)"
 "Tax Period (4-digit Tax Period)"
 "Tax Payment Amount (Tax Payment Amount)"
 "Withdraw Date (Tax Settlement Date)"
 (Lists VRS Menu Selections to Accept, Change, or Void Transaction)
11 **You enter:** **The Menu Option from the VRS prompt (1-Accept; 2-Change; 3-Void)**

**To practice using
this worksheet
before making a
live payment call:
1-800-945-6400**

**Suggestion:
Use this long
worksheet your first
few times to follow
the voice
response exactly.
When comfortable
with the process,
you can use the
short form on page 5.**

(continue)



VRS EFTPS-Direct Payment Worksheet – long form (continued)

Further breakout for the following tax forms:

For Tax Form 720, you are requested to report IRS numbers and amounts, and the IRS number amounts must balance to the Tax Form 720 payment amount. For Tax Form 941 and CT-1, you are requested to report the subcategories and amounts and the subcategory amounts must balance to the Tax Form 941 or CT-1 payment amount.

For Tax Form 941 Payment:

For Tax Form 941, you are requested to report the subcategories and amounts and the subcategory amounts must balance to the Tax Form 941 payment amount.

EFTPS prompts: "Enter the 941 Social Security Amount."

You enter: \$ (941 Social Security Amount)

(You should enter at least one 941 subcategory amount when making a 941 tax payment. The individual 941 subcategory amounts must balance with the 941 tax payment amount entered in step #10.)

EFTPS prompts: "Enter the 941 Medicare Amount."

You enter: \$ (941 Medicare Amount)

EFTPS prompts: "Enter the 941 Withholding Amount."

You enter: \$ (941 Withholding Amount)

For Tax Form 720 Payment:

For Tax Form 720, you are requested to report IRS Number and amounts and the IRS Number amounts must balance to the Tax Form 720 payment amount.

EFTPS prompts: "Enter an IRS Number (Excise Tax IRS Numbers on page 13)."

You enter: (2-or 3-digit IRS Number from 720 Tax Form)

(You must enter at least one IRS number when making a 720 tax payment.)

EFTPS prompts: "Enter the IRS Number Amount." (The individual IRS number amounts must balance with the 720 tax payment amount entered in step #10.)

You enter: \$ (IRS Number amount)

**AND "Press 2 To return to the Enter an IRS Number prompt"
OR "Press the pound key (#) if there are no more IRS Numbers to report."**

For Tax Form CT-1 Payment:

For Tax Form CT-1, you are requested to report the subcategories and amounts and the subcategory amounts must balance to the Tax Form CT-1 payment amount.

EFTPS prompts: "Enter the CT-1 Tier I (FICA Equivalent) Amount."

You enter: \$ (Tier I FICA Equivalent Amount)

(You must enter at least one CT-1 subcategory amount when making a CT-1 tax payment. The individual CT-1 subcategory amounts must balance with the CT-1 tax payment amount entered in step #10.)

EFTPS prompts: "Enter the CT-1 Tier II (Industry Portion) Amount."

You enter: \$ (Tier II Industry Portion Amount)

EFTPS prompts: "Enter the CT-1 Supplemental Annuity Amount."

You enter: \$ (CT-1 Supplemental Annuity Amount)

If this is correct,

EFTPS responds: "Your EFT Number is (EFT Number). Record your EFT Number for future reference. Again, your EFT Number is (EFT Number). Press the star (*) key to repeat this message."

12

You record: **EFT Number**

Date of call / / **Record time of call** : a.m./p.m.

EFTPS prompts: VRS lists the Main Menu Selections

13

You enter: **Main Menu Selection Number from the VRS prompt**

EFTPS responds: "Thank you for using EFTPS—the Electronic Federal Tax Payment System."

You may now hang up.