EFTPS®
Electronic Federal Tax Payment System

EFTPS EXPRESS ENROLLMENT FOR NEW BUSINESSES

What is EFTPS Express Enrollment for New Businesses?

A. All businesses receiving a new EIN (Employer Identification Number) are pre-enrolled in the Electronic Federal Tax Payment System (EFTPS) enabling you to make all your federal tax payments electronically. EFTPS is a free service provided by the U.S. Department of the Treasury. More information is available at www.eftps.gov.

How does EFTPS work?

A. You can schedule your tax payments through EFTPS via Internet or phone at least one calendar day prior to the tax due date (by 8:00 p.m. ET). Based on your instructions, EFTPS initiates a debit against the bank account you indicated, sends the money to Treasury, and sends the tax payment information to IRS for updating your tax records. Business taxpayers can schedule a payment up to 120 days in advance of tax due date.

I don't have any federal tax obligations now, but I received this mailing.

A. You are still pre-enrolled in EFTPS. You should complete the activation of your enrollment so you will be ready to make payments through EFTPS when you do have tax obligations.

What happens if I don't activate my EFTPS Enrollment?

A. You will need to begin making tax payments using Federal Tax Deposit coupons (Form 8109). You must call the IRS at 1-800-829-4933 to order Coupons. Allow 5-6 weeks for delivery. We recommend you activate your enrollment in the event you are without FTD coupons when your tax obligation is due to avoid any penalties for late payment. FTD coupons cannot be downloaded via the Internet.

Can I still use FTD coupons?

A. You have the option to order FTD coupons as noted above. You can avoid waiting to receive the coupons via the mail and the trip to the bank by activating your EFTPS enrollment now. Your EFTPS payment history that is available via the Internet or phone will only reflect the EFTPS payments you make, not any payments made with a paper coupon.

What if I have not received my EFTPS PIN?

A. The EFTPS PIN package is mailed to your IRS address of record. (If less than 1 week since receiving your EIN) please wait, the PIN should arrive within 5 business days after receiving the EIN. If more than one week since receiving your EIN, call EFTPS Customer Service at 1-800-555-4477.

How do I activate my EFTPS enrollment?

A. Instructions for activating are included in your EFTPS PIN package. Follow the steps in the "How to Activate Your Enrollment" brochure or follow the steps below.

1. Call 1- 800-555-3453 and follow the automated instructions.
2. Enter financial institution information (bank routing and account number)
3. Choose whether or not you wish to have EFTPS verify the bank information. If you choose to verify the bank account information it will delay making a payment for 6-10 business days. If you choose not to have the bank account number verified, you can begin making payments immediately after all activation steps have been completed. You are responsible for the accuracy of the number entered. If it is incorrect, the financial institution may return the payment and you may incur an IRS penalty for late payment.
4. Authorize withdrawal of electronic payments from bank account
5. Enter phone number
6. Write down the confirmation number
7. The voice response system will offer the option of obtaining an Internet Password so you can make payments via the Internet
8. Within 7-10 days, taxpayers will receive an EFTPS Confirmation/UpdatePackage by mail that contains a Confirmation/Update Form and an EFTPS Payment Instruction Booklet

I finished my activation, but did not receive a confirmation number?

A. Call EFTPS Customer Service at 1-800-555-4477.

I finished my activation, but couldn't get my Internet Password?

A. Call EFTPS Internet Password at 1-800-982-3526.

Can I use the Internet right away to make payments?

A. Yes. Once you activate your enrollment and obtain an Internet password, you can make payments immediately, if you chose not to have your bank account verified.

How will I know if my payments have been made?

A. For each payment made through EFTPS, you receive an immediate acknowledgement number that can be used to track the payment and communicate with IRS. This acknowledgement number acts as a receipt for the payment instructions. You can view your payments via the Internet or call EFTPS Customer Service 1-800-555-4477 to verify payments and review up to 16 months of your payment history.