



# ACH Credit Payment Method Authorization Agreement Instructions

## **Taxpayer Information**

### **Business Name and Address**

Enter the business name and address of the taxpayer.

### **Name and Address of Contact Person**

This is the individual the Department will contact should there be any question about an EFT tax payment and to whom all correspondence about the EFT Program will be directed. If this person is not employed by the taxpayer, when the Contact Business Name and Address must be noted (i.e.: XYZ Payroll Service).

### **Federal Employer ID Number/SSN number**

If the business is a corporation, provide the Federal Employer ID Number. If the business is a sole proprietorship, provide the owner's Social Security Number.

### **Mandatory or Voluntary Participant**

As a mandatory participant, you must pay electronically until further notified.

As a voluntary participant, you must participate in the Program for a minimum of twelve months. Upon completion of the twelve month period, you may withdraw from the Program provided you have notified the Department in writing at least 45 days prior to the first non-EFT payment.

### **Change of Information**

If any information has changed since previously registering, such as the business name, contact person, or Account ID, please complete a new authorization agreement with the updated information. Indicate the date the changes should take effect. Normally, changes require 2-3 days to be processed before becoming effective.

### **Tax Type**

Fill in the circle for the appropriate tax type. You must complete a separate ACH Credit Payment Method Authorization Agreement for each tax type.

### **Account ID Number**

If your tax type requires an Account ID, please enter in the boxes next to the appropriate tax type selection.

## **General Instructions**

### **ACH Credit Payment Method**

To make payments by ACH Credit, first contact your financial institution to confirm they offer ACH Credit origination services. After registering with the Department for the ACH Credit method (by submitting a completed ACH Credit Payment Method Authorization Agreement), an Information Booklet with detailed instructions will be sent.

### **Authorized Signature**

An individual authorized to act on behalf of the taxpayer in regards to ACH Credit payment transactions must sign this Authorization Agreement. Generally, this is the person with the authority to sign a tax return.

### **Other Payment Methods**

For your convenience, other electronic payment methods are available through our website at [www.dornc.com](http://www.dornc.com). Bank Draft (ACH Debit), Debit or Credit Card (Visa or MasterCard) may also be used to satisfy mandatory electronic payment requirements.

Taxpayers that wish to remit Streamlined Sales Tax by the ACH Debit payment method, may do so using the SSTP XML Payment Schema when submitting the Streamlined Simplified Electronic Return (SER) or separately. Both require the use of web services to submit XML Schema. Additional information about the Streamlined XML Schemas can be found on the website for the Streamlined Sales Tax Governing Board, Inc. at <http://www.streamlinedsalestax.org> by clicking on the SST Technology link.