



Electronic Payment Method for IRS: Payments Due with Business Tax Returns (Forms 1041)

NOTE: The Electronic Federal Tax Payment System (EFTPS) is provided free by the US Department of Revenue. After you have enrolled and received your credentials, you can pay any tax due to the IRS using this system.

For a new enrollment, it can be 5-7 business days before you receive your PIN in the mail and can schedule a payment. Please plan accordingly. Enrollment is also needed to make one-time payments, have the option to store payment information, view prior year tax return information, payment history, etc.

NOTE: Your tax payment is due regardless of the website's availability. You can always make a tax payment by calling the EFTPS voice response system at 1-800-555-3453. Follow the prompts to make your payment.

[Use this link to create and enroll in an EFTPS account.](#)

For Enrollment to make Payments:

- 1) Log on to EFTPS <https://www.eftps.gov/eftps/>
- 2) Select "Enroll"
 - Check the box to accept the Privacy Act and Paperwork Reduction Act.
 - Select the entity in which you would like to enroll (i.e. Business or Individual or Federal Agency)
 - Even though you are enrolling a trust you will still need to use the Business category
 - Enter the following information for Business:
 - Business Information
 - Enter the EIN for Business, Business Name, Trustee phone number

The screenshot shows the EFTPS website interface. At the top, there is a navigation bar with links for HOME, ENROLLMENT, MY PROFILE, PAYMENTS, HELP & INFORMATION, CONTACT US, and LOGIN. Below this, a progress indicator shows four steps: 1 Start, 2 Enroll (highlighted), 3 Review, and 4 Complete. The main content area is titled "NEW TAXPAYER ENROLLMENT" and "ADDITIONAL TAXPAYER ENROLLMENT". A "Select ? for more information." link is present. A red "Stop!" warning message is displayed, advising users to locate their PIN if they used a coupon or have a new business. Below the warning, there is a "Business information" section with input fields for "EIN: Employer Identification Number", "Business name", "Business U.S. phone", and "Business international phone".

- Contact information
 - Enter the Trustee's name, country, address, US phone number and/or international phone number

The screenshot shows a form titled "Contact information". It contains the following fields:

- Name: A text input field with a help icon.
- Country: A dropdown menu currently showing "UNITED STATES OF AMERICA".
- Address: A text input field.
- City: A text input field.
- State: A dropdown menu currently showing "- select state -".
- ZIP: A text input field.
- U.S. phone: A text input field.
- International phone: A text input field.

- Financial Information
 - Under Payment Options, select "Authorize a transaction yourself" and enter the bank information, including routing number, account number and account type (Checking or Savings)

The screenshot shows a form titled "Financial information". It features a section for "Payment Options" with two radio button choices:

- Authorize a transaction yourself** (selected): Free, most frequently used by small businesses and individuals.
- 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.

 Below these options are fields for:

- Routing number
- Account number
- Reenter account number
- Account type: Radio buttons for "Checking" (selected) and "Savings".

 A blue "Review" button is located at the bottom right of the form.

- You also have the option to "Have your Financial Institution initiate your transaction." We recommend that you check with your financial institution first to ensure that this service is available and what fees you may be charged.
 - Select "Review."
 - **Note:** If you choose instead to create a new enrollment in EFTPS by completing the form on the webpage, it will **be five to seven business days before you receive your PIN in the mail and then can schedule a payment once you receive your PIN.**
- 3) Review Your Enrolment
 - Review and verify that your business information, contact information and financial payment information is accurate.
 - Under Authorization, review the Authorization agreement
 - Complete your Electronic Signature, EIN and accept the Authorization Agreement
 - Select "Complete"
 - 4) Complete
 - You should receive your 4-digit PIN in the mail in 5-7 business days

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- **Recommended:** Enter in your email address to receive notifications then select “Continue.”
 - **Recommended:** Print your Enrollment Confirmation and/or confirm you received an email confirmation.

5) Additional Notes:

- Please locate your 4-digit PIN (that was mailed to you) and call 800-555-3453 to activate your enrollment.
 - **Note:** If you cannot find your 4-digit PIN and have not yet completed your enrollment, call 888-434-7338 and your PIN will be given to you.
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