

Quick Reference Guide for Federal Agencies

Welcome to EFTPS.gov - You have been automatically enrolled!

Welcome to the Electronic Federal Tax Payment System (EFTPS)! For your convenience, you have been automatically enrolled. Once you have obtained an Internet Password, you may use EFTPS to make payments beginning **November 6, 2009**.

This guide provides basic information on Federal enrollments, payments, and tax filings.

Call for your Internet Password

1. Call **1-800-982-3526** with your Personal Identification Number (PIN), Employer Identification Number (EIN), and Enrollment Trace Number (ETN). Your PIN and ETN are in the PIN letter you received from EFTPS.
2. Use your EIN, PIN, and Internet Password to logon to EFTPS.gov.

NOTE: Your FEDTAXII data will not be moved to EFTPS. EFTPS recommends saving this data to another media (hard drive, disk, paper, etc.).

Get Started

Payments

You can make payments for the following tax forms:

1. Form 941 Employer's Federal Tax Return
2. Form 945 Annual Return of Withheld Federal Income Tax
3. Form CT-1 Employer's Annual Railroad Retirement Tax Return
4. Form 720 Quarterly Federal Excise Tax Return
5. Form 1042 Annual Withholding Tax Return for U.S. Source Income of Foreign Persons

You can make payments to settle the same day by meeting the 8:00 PM ET deadline or you can schedule payments up to 120 days in advance.

Federal Agency tax payments are processed through CA\$HLINK II only and are driven by Agency Location Code (ALC).

Filings

Now that you are enrolled in EFTPS as a Federal Agency, you can:

- Create a tax filing
- Electronically transmit designated forms to the IRS
- Check filing history
- Edit an existing filing
- Print a saved filing

You can create, save and print

- Form 941 Employer's Federal Tax Return
- Form 945 Annual Return of Withheld Federal Income Tax
- Form CT-1 Employer's Annual Railroad Retirement Tax Return

You can electronically or manually submit

- Form 941 Employer's Federal Tax Return

You can manually submit

- Form 945 Annual Return of Withheld Federal Income Tax
- Form CT-1 Employer's Annual Railroad Retirement Tax Return

Note: 945 and CT-1 forms are only available for paper submission.

Create a Tax Filing

1. Log on to EFTPS.gov and go to Payments>Filing.
2. Click Create a Tax Filing from the side navigation bar.
3. Select the applicable tax form and click Next in the bottom right-hand corner of the screen.
4. Select the quarter and the year for the 941 form, or the year for the 945 and CT-1 forms.
5. A PDF of the selected form opens. Complete the form, then
 - a. Select Save, Abandon, or Submit for the 941 form, or
 - b. Select Save or Abandon for the 945 and CT-1 forms.
6. A Filing Confirmation screen displays with your Filing Trace Number.

The Filing Trace Number is the 15-digit number that confirms you have successfully saved or submitted your filing. This unique number can be used to access this specific filing for viewing, editing, etc.

Note: The IRS tax filing form instructions are available by clicking *Instructions* at the bottom of each form screen. Instructions display in a separate window and can be viewed simultaneously with the forms. Click *X* in upper right corner of the Instructions window to exit the Instruction screen.

Submit Forms

You can electronically submit 941 forms for the last three quarters and the current quarter. The IRS provides each Federal Agency with a PIN, which must be used when submitting the 941 filing form. This PIN is a signature alternative. You must enter the PIN before submitting the final 941 form.

The 945 and CT-1 forms can be completed for the current and previous year, based on availability from the IRS. These forms can be faxed or mailed to the IRS. See Faxing or Mailing a Filing on page 5 of this guide.

Check Filing History

You can check your filing history and edit Saved or Rejected filings by selecting Check Tax Filing Status from the side navigation bar.

Initially, the standard search result defaults to the 941 form. After selecting your desired form, the search result displays 16 months of filing history from the time you began using EFTPS.gov. The following fields display in results window:

- Filing Form Description
- Status
- Filing Period
- Filing Trace Number

The advanced search criteria offers:

- Filing Form
- Year
- Quarter (for 941 forms)
- Filing Trace Number

Downloading Filing Records

You can download your filing history by clicking the Download Records icon.



Printing Filing Records

You can print your filing history by clicking the Printer Friendly Version icon.



Edit an Existing Filing

You can change a form that is in Created or Rejected status by selecting Edit a Tax Filing from the side navigation bar or by clicking Edit on the Filing History screen. The form will display as a PDF and contain any saved information. After you have edited the form, follow the Create a Tax Filing process.

You **cannot** edit a 941 form in the Submitted or Accepted status.

Failed Filing Warning

EFTPS presents a Failed Filing warning page when you attempt to submit a duplicate 941 filing form that is in a Submitted or Accepted status. Select Abandon to avoid a duplicate filing.

Print a Saved Filing

Printing a Filing Form

You can print a saved filing form by clicking the Printer Friendly Version icon.



Viewing and Saving a Filing as a PDF

You can view and save a filing as a PDF by clicking the View and Save as PDF icon.



Faxing or Mailing a Filing

To fax a printed filing to the IRS: **1-859-669-5418**

To mail a printed filing to the IRS: **Internal Revenue Submission Processing Center
201 West Rivercenter Blvd.
Attn: efile Stop 2701
Covington, KY 41011**