

TAX PAYMENT USER GUIDE



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1. Tax Payment Template Overview

With Cash Management, you can pay your business taxes quickly and easily using a Tax Payment Funds Transfer Template. Tax payment templates are accessed by selecting Transfer List from the Funds Management menu. If you do not have a tax payment template on your transfer list you can create one by selecting Add Funds Transfer Template from the Administration menu.

1a. Creating a Tax Payment Template

- From the Administration drop-down menu, select Add Template.
- Select “Tax Payment” as the type of fund transfer template from the drop-down box.
- Click Submit
- Complete the template fields according to the type of tax payment being generated (sections 2-5 of this guide detail the field data required for most Federal and State of California tax types)
 - The Routing/Transit number and Account number must be provided by the Tax Agency.

Contact BAC to request access to the newly created Tax Template.

1b. Completing an Existing Tax Payment Template

- From the Management Tools drop-down menu, select Transfer List.
- Click on the name of the tax payment template you would like to use.
- Verify the Transfer Information listed on the left
- Complete the Issue Transfer information on the right
- Click Submit

Tax Payment Approval

If your administrator has defined an approval process for the template you are using to issue a tax payment, a statement indicating the tax payment is pending approval is displayed upon submission. Employees assigned approval rights can review tax payments waiting for approval by accessing the Review menu (you cannot approve tax payments you have created).

2. Federal Tax Payments

2a. The Electronic Federal Tax Payment System (EFTPS)

If you enroll in the Electronic Federal Tax Payment System (EFTPS) at <http://www.eftps.gov> you will be able to check your federal tax payments or access your payment history for payments initiated thru Cash Management. When you enroll be sure to select “EFTPS-Through a Financial Institution” on your enrollment form. You will receive a PIN and Internet Password which you will enter at the EFTPS site to check your payment history online.

2b. Creating a Federal Tax Payment Template

- From the Administration drop-down menu, select Add Template.
- Select “Tax Payment” as the type of fund transfer template from the drop-down box.
- Click Submit

Complete the fields according to the type of tax payment being generated (see below)

Fund Transfer Template	
Client:	Stans Consulting Service
Transfer Description:	94105 Quarterly Tax
Group:	Federal Tax
Review Required:	(None)
From	
Account Nickname:	Test SS DDA 1
Institution Routing/Transit:	1211-25660
Account Type:	Demand Deposit
Account Number:	32323232
To	
Institution Routing/Transit:	
Account Type:	Demand Deposit
Account Number:	
Defaults	
Default Amount:	
Amount Increments:	
Minimum Amount:	
Maximum Amount:	
Automatic Transfer	
Frequency:	On Demand
Number of Remaining Transfers:	
Tax Payments	
Tax Payer Identification Number:	
State:	(None)
State Tax Type Code:	
State Tax Type Code Description:	
Federal Tax Type Code:	[94105] 941 Emp. Quarterly Return - Dep.
Type Subcode 1:	1
Type Subcode 1 Description:	Social Security
Type Subcode 2:	2
Type Subcode 2 Description:	Medicare
Type Subcode 3:	3
Type Subcode 3 Description:	Withholding

2

3

4

1

All Federal Tax Payments require the following data regardless of the federal tax type payment being generated:

To		1
Federal Institution Routing/Transit #	<input type="text"/>	
Federal Account Type	Demand Deposit	
Federal Account Number	<input type="text"/>	
*Contact Tax Agency for Routing/Transit number and Account Number		
Tax Payer Identification Number		
Federal Tax Payer ID	Nine digits (ex. 12-3456789)	2
	* do not use dashes or spaces when entering ii template	

2c. Federal Tax Forms and Type Codes

Federal Tax Forms

Federal Tax Form	Description	Federal Tax Type Code 3 4 digit prefix + 1 digit Suffix (* see Tax Type Code Suffix Table)	4		
			Subcode 1 Description	Subcode 2 Description	Subcode 3 Description
940	Employer's Annual Unemployment Tax	0940_*			
941	Employer's Quarterly Tax	9410_*	Social Security	Medicare	Withholding
943	Employer's Annual Agricultural Employee Tax	0943_*			
945	Withheld Federal Income Tax	0945_*			
720	Quarterly Excise Tax	7200_*			
1120	Corporate Income Tax	1120_*			

*Tax Type Code Suffixes

Digit	Suffix Type	Description
0	Amended	Tax payment made as a result of a balance due on an amended tax return.
2	Extension	Tax payment due on a request for extension of time to file.
3	Designated Payment of Fees of Collection Costs	Payment of user fees (for example, photocopies, installment agreements) or collections costs.
4	Advance Payment of Determined Deficiency	Payment made on an IRS examination or audit.
5	Deposit	Federal tax deposit.
6	Estimated	Tax payment made based on estimated liability.
7	Subsequent/With Return	Tax payment due on a return or IRS notice.
8	Designated Payment of Interest	Payment of an interest amount due.
9	Designated Payment of Penalty	Payment of a penalty amount due.
B	IRC 6603 Deposits (formerly known as Cash Bond)	Payment made to stop interest on examination deficiency.

Example A - Tax Type Code 09450 is an Amended Withheld Federal Income Tax Federal Deposit

Example B - Tax Type Code 11206 is an Estimated US Corporation Income Tax Federal Deposit

3. State of California EDD Tax Payments

3a. Employment Development Department (EDD) Tax Payments

Electronic Funds Transfer (EFT) is an electronic method for making all of your Unemployment Insurance (UI), Employment Training Tax (ETT), State Disability Insurance (SDI), and Personal Income Tax (PIT) payments. Funds are transferred from your bank account to the State's bank account, eliminating the need to send a coupon and a check/money order. To register for EFT, complete the *EFT Authorization Agreement* (DE 26) and submit to the EFT Unit of the EDD department.

Employment Development Department

EFT Unit, MIC 15
P.O. Box 826880
Sacramento CA 94280-0001
www.edd.ca.gov
(916) 654-9130

3b. Creating a State of California EDD Tax Payment Template

- From the Administration drop-down menu, select Add Template.
- Select "Tax Payment" as the type of fund transfer template from the drop-down box.
- Click Submit

Complete the fields according to the type of tax payment being generated (see below)

Fund Transfer Template

Client: Stans Consulting Service Group: State Tax
Transfer Description: CA EDD SDI/PIT Review Required: (None)

From

Account Nickname: Test SS DDA 1
Institution Routing/Transit: 1211-25660
Account Type: Demand Deposit
Account Number: 32323232

To

Institution Routing/Transit: [Redacted]
Account Type: Demand Deposit
Account Number: [Redacted]

Defaults

Default Amount: [Empty]
Amount Increments: [Empty]
Minimum Amount: [Empty]
Maximum Amount: [Empty]

Automatic Transfer

Frequency: On Demand
Number of Remaining Transfers: [Empty]

Tax Payments

2 Tax Payer Identification Number: [Redacted]
3 State: California
State Tax Type Code: 1104
State Tax Type Code Description: EDD SDI/PIT Qtrly
Federal Tax Type Code: (None)
4 Type Subcode 1: T
Type Subcode 1 Description: Disability Insurance
Type Subcode 2: T
Type Subcode 2 Description: Withholding
Type Subcode 3: T
Type Subcode 3 Description: Total

All State of California EDD Tax Payments require the following data:

To
 State Institution Routing/Transit #
 State Account Type Demand Deposit
 State Account Number
 *Contact Tax Agency for Routing/Transit number and Account Number
 Tax Payer Identification Number

1

EDD Tax Payer Identification
 Eight digits (ex. 123-4567-8)
 * do not use dashes or spaces when entering in template

2

3c. State of California EDD Tax Types

EDD Tax Forms

Description <ul style="list-style-type: none"> • Unemployment Insurance (UI) • Employment Training Tax (ETT) • State Disability Insurance (SDI) • Personal Income Tax (PIT) 	3 EDD Tax Type Code	4					
		Subcode	Description of Amount	Subcode	Description of Amount	Subcode	Description of Amount
SDI/PIT Semi-Weekly Deposit	01100	T	Disability Insurance	T	PIT Withholding	T	Total
SDI/PIT Monthly Deposit	01101	T	Disability Insurance	T	PIT Withholding	T	Total
SDI/PIT Next Banking Day Deposit	01102	T	Disability Insurance	T	PIT Withholding	T	Total
SDI/PIT Quarterly Deposit	01104	T	Disability Insurance	T	PIT Withholding	T	Total
UI/ETT Quarterly Payment	01300	T	Unemployment Insurance	T	ETT Withholding	T	Total
Self-Assessed Penalty/Interest	20000	T	Penalty	T	Interest	T	Total

4. State of California FTB Tax Payments

4a. Franchise Tax Board (FTB) Tax Payments

Electronic Funds Transfer (EFT) is an electronic method for making all of your Franchise Tax Board (FTB) payments. Funds are transferred from your bank account to the State's bank account, eliminating the need to send a coupon and a check/money order. To receive approval to submit FTB payments using EFT, the Authorization Agreement for Electronic Funds Transfer (FTB 3815) must be completed and returned to FTB.

Franchise Tax Board

Attn: EFT Unit
PO Box 942857
Sacramento CA 94257-0501
www.ftb.ca.gov
(916) 845-4025

4b. Creating a State of California FTB Tax Payment Template

- From the Administration drop-down menu, select Add Template.
- Select "Tax Payment" as the type of fund transfer template from the drop-down box.
- Click Submit

Complete the fields according to the type of tax payment being generated (see below)

The screenshot shows a 'Fund Transfer Template' form with the following sections and fields:

- Fund Transfer Template**
 - Client: Stans Consulting Service
 - Group: State Tax
 - Transfer Description: CA FTB 1Q Estimated
 - Review Required: (None)
- From**
 - Account Nickname: Test SS DDA 1
 - Institution Routing/Transit: 1211-25660
 - Account Type: Demand Deposit
 - Account Number: 32323232
- To**
 - Institution Routing/Transit: [Redacted]
 - Account Type: Demand Deposit
 - Account Number: [Redacted]
- Defaults**
 - Default Amount: [Empty]
 - Amount Increments: [Empty]
 - Minimum Amount: [Empty]
 - Maximum Amount: [Empty]
- Automatic Transfer**
 - Frequency: On Demand
 - Number of Remaining Transfers: [Empty]
- Tax Payments**
 - Tax Payer Identification Number: [Redacted]
 - State: California
 - State Tax Type Code: 02124
 - State Tax Type Code Description: FTB 1st Quarter Est
 - Federal Tax Type Code: (None)
 - Type Subcode 1: T
 - Type Subcode 1 Description: Total
 - Type Subcode 2: [Empty]
 - Type Subcode 2 Description: [Empty]
 - Type Subcode 3: [Empty]
 - Type Subcode 3 Description: [Empty]
- Default Message**
 - Instructions: [Empty text area]

Numbered callouts in the image point to the following fields:

- 1: Account Type dropdown in the 'To' section.
- 2: Tax Payer Identification Number field.
- 3: State Tax Type Code dropdown.
- 4: State Tax Type Code Description dropdown.

All State of California FTB Tax Payments require the following data:

To
 State Institution Routing/Transit # [REDACTED]
 State Account Type Demand Deposit
 State Account Number [REDACTED]
 *Contact Tax Agency for Routing/Transit number and Account Number
 Tax Payer Identification Number

1

FTB Tax Payer Identification

Twelve digits, including 4 alpha characters (ex. 1234567AA1AA)

2

*do not use dashes or spaces when entering in template

4c. State of California FTB Tax Types

FTB Tax Types

Description	FTB Tax Type Code	4					
		Subcode	Description of Amount	Subcode	Description of Amount	Subcode	Description of Amount
Bank and Corporation Payments							
1 st Quarter Estimated Tax Payment	02124	T	Total Tax				
2 nd Quarter Estimated Tax Payment	02125	T	Total Tax				
3 rd Quarter Estimated Tax Payment	02126	T	Total Tax				
4 th Quarter Estimated Tax Payment	02127	T	Total Tax				
Extension Payment	02414	T	Total Tax				
Payment for Return (Forms 100, 100S, 100109, 199)	02211	T	Total Tax				
Billing Payment (e.g., notice of balance Due Return Information notice, Final Demand Notice, etc.)	02516	T	Total Tax				
Notice of Proposed Assessment payment (NPA) (e.g., payment resulting from an audit but prior to receiving a Notice of Balance Due)	02512	T	Total Tax				
Secretary of State Certification Penalty (SOS Cert)	02028	T	Total Tax				
Water's Edge Payments							
Amended Fee Payment (Form 100-FEE-)	03620	T	Total Tax				
Billing Payment	03022	T	Total Tax				
Notice of Proposed Assessment (NPA)	03572	T	Total Tax				
Tax Withheld at Source Payments							
Tax Withheld at Source (Forms 592, 592A, 592-B, 594, 597)	01190	T	Total Tax				
Non-Admitted Insurance Payments							
Non-Admitted Insurance Tax (Form 570)	02020	T	Total Tax				

5. State of California BOE Tax Payments

5a. State Board of Equalization (BOE) Tax Payments

Electronic Funds Transfer (EFT) is an electronic method for making all of your State Board of Equalization (BOE) payments. Funds are transferred from your bank account to the State's bank account, eliminating the need to send a coupon and a check/money order. To receive approval to submit BOE payments using EFT, the Authorization Agreement for Electronic Funds Transfer (BOE-555-EFT) must be submitted to BOE and once it is reviewed, you will be sent a letter confirming your EFT start date.

State Board of Equalization

P.O. Box 942879

Sacramento, CA 94279-0035

www.boe.ca.gov

(916) 327-4229

5b. Creating a State Board of Equalization Tax Payment Template

- From the Administration drop-down menu, select Add Template.
- Select "Tax Payment" as the type of fund transfer template from the drop-down box.
- Click Submit

Complete the fields according to the type of tax payment being generated (see below)

Fund Transfer Template	
Client:	Stans Consulting Service Group: State Tax
Transfer Description:	CA BOE Prepay #1 Review Required: (None)
From	To
Account Nickname:	Institution Routing/Transit:
Test SS DDA 1	[Redacted]
Institution Routing/Transit:	Account Type:
1211-25660	Demand Deposit
Account Type:	Account Number:
Demand Deposit	[Redacted]
Account Number:	
32323232	
Defaults	Automatic Transfer
Default Amount:	Frequency:
	On Demand
Amount Increments:	Number of Remaining Transfers:
Minimum Amount:	
Maximum Amount:	
Tax Payments	
Tax Payer Identification Number:	[Redacted]
State:	California
State Tax Type Code:	04101
State Tax Type Code Description:	BOE Sales Tax Prepay
Federal Tax Type Code:	(None)
Type Subcode 1:	T
Type Subcode 1 Description:	Tax
Type Subcode 2:	P
Type Subcode 2 Description:	Penalty
Type Subcode 3:	I
Type Subcode 3 Description:	Interest

All State Board of Equalization (BOE) Tax Payments require the following data:

To
 State Institution Routing/Transit # [REDACTED]
 State Account Type Demand Deposit
 State Account Number [REDACTED]
 *Contact Tax Agency for Routing/Transit number and Account Number
 Tax Payer Identification Number

1

BOE Tax Payer Identification

Thirteen digits, including 4
 alpha characters
 (ex. SR KH 012-345678)

2

* do not use dashes or spaces when entering in
 template

5c. State Board of Equalization (BOE) Tax Types

BOE Tax Types

Description	BOE Tax Type Code	4					
		Subcode	Description of Amount	Subcode	Description of Amount	Subcode	Description of Amount
Sales and Use Tax Prepayment #1	04101	T	Tax Amount	P	Penalty Amount	I	Interest Amount
Sales and Use Tax Prepayment #2	04102	T	Tax Amount	P	Penalty Amount	I	Interest Amount
Sales and Use Tax Return Payment	04100	T	Tax Amount	P	Penalty Amount	I	Interest Amount
Prepayment of Sales Tax on Fuel Distributions	05600	T	Tax Amount	P	Penalty Amount	I	Interest Amount

3

4

