

State of Delaware
Division of Revenue
Online ACH Debit Payment System

Version 1.06

Table of Contents

Overview.....	1
New Users	2
Setting Up a New Online Account.....	2
Existing Users.....	4
Logging in.....	4
Scheduling Corporate Tax Payments.....	5
Scheduling Withholding Tax Payments.....	7
Viewing Payment History.....	9
Adding / Editing Bank Account Information.....	10
Editing Business Information	12
Change Username / Password.....	14
Appendix A.....	15
Example 1 (Corporate Tax, single quarter or extension):.....	15
Example 2 (Corporate Tax, multipay):	18
ACH Debit Payment Scheduling:	21

Overview

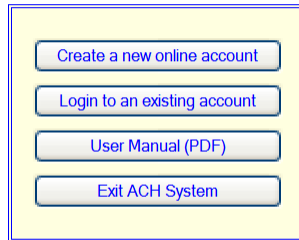
The Division of Revenue's Online ACH Debit Payment System was created to allow companies to schedule Corporate and Withholding tax payments in advance using ACH debit payments from their bank accounts. Payments entered prior to the Tax Period End date are processed 2 days prior to the last business day on or before the Tax Period End date for deposit on the Tax Period End date via an ACH debit from your bank account. Payments entered after that time are processed the night that they are entered (Sunday thru Thursday). For more detailed information on ACH debit payment scheduling, please see the appendix.

New Users

Setting Up a New Online Account

When access the program via our website, you will see the following screen:

Online ACH Debit Payment System
Withholding / Corporate Tentative Taxes



Do not use your browser's back button in this application.
Use this application's back or menu buttons instead.

Click on the first button (Create a new online account). The application will take you to the new user account setup screen:

Online ACH Debit Payment System
Online Account Setup

Online accounts may be created for submitting payments for the following taxes: Withholding, Corporate-Tentative, and 'S' Corporation. As part of the registration process, you must have completed a Combined Registration Application form and be registered on our Business Master File PRIOR to using this online payment system. If you have completed a Combined Registration Application form, and have registered as a business and/or withholding agent, please continue with the Online Account Setup. If you have NOT completed a Combined Registration Application, please visit our Business Services webpage for registration instructions:

<http://revenue.delaware.gov/revenue/services/BusServices.shtml>



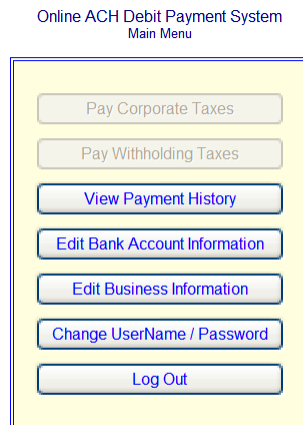
The first entry on the screen will be your Federal Employer Identification Number (9 digits). In the case of some small businesses, this will be the owner's Social Security Number. Please mark whether it is an FEIN or an SSN in the place reserved to the right of the number.

Next below the Identification Number is the Check Signer. This is the person on file with your bank to legally sign your company's checks.

Below the check signer you will fill out the contact information for both your primary and secondary contacts. It is important to get the email addresses correct; because, both of these contacts are emailed any time that the account username or password is changed. Additionally, if either contact's information is changed, both are emailed. Access to the account is controlled by you. Anyone that has the username and password can access your account. The password on file is encrypted so that no Division of Revenue employee or contractor has access to your account.

After the contact information you are prompted for a username and password for this online account. This username/password combination controls all access to this online account. Guard it carefully.

When you have completed all the fields (the only optional fields are the telephone extensions) press the Submit button. If there are any problems, you will get an error message in red at the top of the yellow box. Correct any error(s), and resubmit. If all the fields are filled and valid, you will be taken to the main menu:



You are logged in as: [REDACTED]

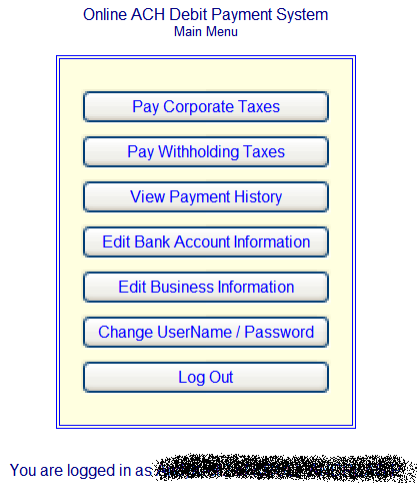
The first two buttons will be grayed out; because, at this point, you don't yet have bank accounts set up to use for paying taxes. That will be your next task.

The screens attached to each of the buttons on this menu are discussed in detail in the section titled [Existing Users](#).

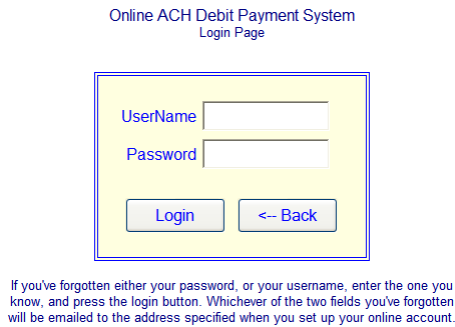
Existing Users

Logging in

When you start this application, the first thing you see is this screen:



Click on the second button - Login to an existing account. The application will take you to login screen:

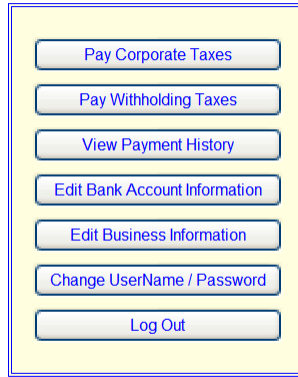


Enter your username and password and then click on the Login button. If you have forgotten your password, simply enter your username and click on the Login button. The system will send your password to the email addresses that you entered for the primary and secondary contacts for your online account. If you remember your password but have forgotten your username, enter the password and click on the Login button. The system will send the username to the email addresses that you entered for your contacts. When you have successfully logged in, you will be taken to the main menu.

Scheduling Corporate Tax Payments

To schedule corporate tax payments click on the *Pay Corporate Taxes* button on the main menu:

Online ACH Debit Payment System
Main Menu



A vertical stack of seven buttons with a light yellow background and a blue border. The buttons are: 'Pay Corporate Taxes', 'Pay Withholding Taxes', 'View Payment History', 'Edit Bank Account Information', 'Edit Business Information', 'Change UserName / Password', and 'Log Out'.

You are logged in as 

You will be presented with the following screen:

Online ACH Debit Payment System
Corporate Tax Payment Screen

Pending Payments

Tax Type	TPE Date	Due Date	Account #	Amount

Payment Setup

Taxpayer ID: Payment Amount:

Entry Date:

Payment Selection:

Bank Account:

Tax Period End Date:

If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *

The current taxable year ending date is displayed. You can change the taxable year end date if necessary.

* Note: If you select MultiPay and one or more quarterly payments already exist, payments will only be added to the quarter(s) where payments do not yet exist. It is suggested that you delete existing quarterly payments in the Pending Payments grid for this taxable year ending date prior to doing a MultiPay.

When you enter the screen, you will see that the Taxpayer ID, the Entry Date, and the Tax Period End Date are all prefilled. The only one of those that can be modified is the Tax Period End Date (TPE date).

The top box contains corporate tax payments that are scheduled to be processed. The payments are submitted two nights before the due date (the 3rd column in the pending payments box) for processing effective on the due date. If you select any transaction in the top box by clicking on it, the details for that transaction will populate the fields below the box. That transaction can then be edited or deleted (the Delete button will only appear if a pending transaction in the Pending Transaction box has been selected). Click on the Cancel button to clear out the current transaction prior to adding any new payments.

To schedule a new payment first select the payment option from the Payment Selection dropdown box. There are 6 payment options to choose from – 1st quarter, 2nd quarter, 3rd quarter, 4th quarter, extension, and multipay. The multipay option will create transactions for all 4 quarters from one entry (skipping quarters where payments have already been scheduled). Next, you need to choose the bank account you wish to use from the dropdown selection box. You can skip the Tax Period End Date field unless you are not filing for the current fiscal year (you can file for the prior fiscal year up until the end of the 1st quarter of the current fiscal year). Now enter the Payment Amount (\$100 can be entered as 100, 100.0, 100.00, \$100, \$100.0, or \$100.00). If you selected the multipay option, enter the total payment for the entire year (the program will divide it up by quarter – 50%, 20%, 20%, and 10% as mandated). When you have completed entering all the fields, click on the Submit button. If there are no errors, the transaction(s) will appear in the Pending Payments box above. If there is an error, it will be indicated in red above the entry fields.

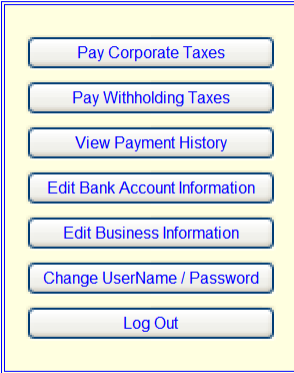
For calendar year filers, the fiscal year end is assumed to be 12/31.

For examples, please see [Appendix A](#).

Scheduling Withholding Tax Payments

To schedule withholding tax payments click on the *Pay Withholding Taxes* button on the main menu:

Online ACH Debit Payment System
Main Menu



Pay Corporate Taxes

Pay Withholding Taxes

View Payment History

Edit Bank Account Information

Edit Business Information

Change UserName / Password

Log Out

You are logged in as: 

You will be presented with the following screen:

Online ACH Debit Payment System
Withholding Tax Payment Screen



Pending Payments

Tax Type	TPE Date	Pay Date	Account #	Amount
-- Click on transaction to view detail below --				

Payment Setup

Taxpayer ID Tax Period End Date

Entry Date Payment Date

Filing Frequency Liability Amount

Bank Account Payment Amount

Submit Cancel Delete Menu

When you enter the screen, you will see that all the fields are filled with default values. The Taxpayer ID, the Entry Date, and the Filing Frequency can not be changed. You are free to modify the others.

The top box contains withholding tax payments that are scheduled to be processed. The payments are submitted two nights before the Payment date (the 3rd column in the pending payments box) for processing effective on the Payment date. If you select any transaction in the top box by clicking on it, the details for that transaction will populate the fields below the box. That transaction can then be edited or deleted (the Delete button will only appear if a pending transaction in the Pending Transaction box has been selected). Click on the Cancel button to clear out the current transaction prior to adding any new payments.

To schedule a new payment first choose the bank account you wish to use from the dropdown selection box. Next, if this payment is not for the most recent tax period, change the TPE date to the relevant one. If the date you enter is incorrect, the system will change it at submission time to the first available TPE date on or before the date you entered (dates are entered as yyyyymmdd). Next enter the date you wish the payment to hit your bank account and be credited to your tax account (it must be a non-holiday weekday). Now enter the Liability Amount and the Payment Amount (\$100 can be entered as 100, 100.0, 100.00, \$100, \$100.0, or \$100.00). The payment can not be greater than the liability. Zero payments will **not** be processed (no return required). When you have completed entering all the fields, click on the Submit button. If there are no errors, the transaction will appear in the Pending Payments box above. If there is an error, it will be indicated in red above the entry fields.

Withholding tax payments can be made for any tax period during the current or prior calendar year. Payments to prior tax periods may incur penalty and interest charges.

You will be notified via email at the time that your withholding transaction is actually processed (not when you enter it). You will be provided with a transaction ID at that time.

Important:

Withholding tax has a grace period between the TPE date and the actual due date. To avoid late fees, that deposit date must occur on or before the due date as described under the Withholding FAQs on the business page of our website: <http://www.revenue.delaware.gov/services/BusServices.shtml>.

For Fed holidays please see <http://www.federalreserve.gov/releases/k8/>.

The top box contains bank accounts that have been verified via the prenote process. The middle box contains bank accounts that have not yet been verified. The bottom box is for entry of new accounts or for editing existing accounts.

To add a new account: In the first field enter the name of the bank. The second field is the routing number also known as the ABA # (9 digits). The next field is the account # found next to the ABA # on your checks (up to 19 digits). For the next field, Descriptive Name, enter a name that describes the purpose of the account. This field will appear in dropdown selection boxes in the tax payment screens. For example, if you use separate accounts to pay Corporate tax and Withholding tax, name one bank account 'Withholding Tax' and the other 'Corporate Tax'. The last field selects whether this is a checking or savings account. After all the fields are complete, simply click the Submit button.

To edit (or delete) an account in either of the top 2 boxes, simply click the edit (or delete) button next to the account. The fields in the bottom box will be filled with the details of that account. Simply edit the appropriate field(s) and click the Submit button (or verify that you wish to delete the account).

Note: If you edit either the ABA # or Account # of an account that is in the 'Verified Bank Accounts' box, that account will move to the 'Unverified Bank Account' box, and the prenote process will be rerun on that account (the prenote process runs nightly, Sunday thru Thursday at 10 PM, on all unverified accounts in the system). The prenote process charges one cent against your bank account to verify it and then credits this one cent to your withholding taxes. You will be notified of the prenote results via email.

Important:

Debit blocks -

If you have a debit block on your bank account, you need to contact your bank and either add Revenue's Company IDs (9516000279, 2278227200 and 9782272000) to the debit block exception list or cancel the block.

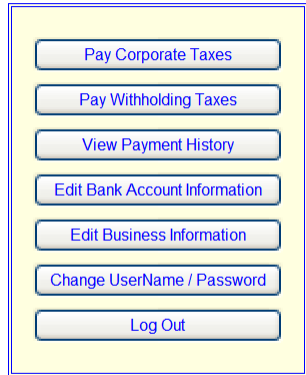
ABA/Routing numbers -

Some banks use a different ABA/Routing number for ACH transfers than the one found at the bottom of your checks.

Editing Business Information

To add or edit your bank account information click on the *Edit Business Information* button on the main menu:

Online ACH Debit Payment System
Main Menu



The main menu consists of a vertical stack of seven buttons: Pay Corporate Taxes, Pay Withholding Taxes, View Payment History, Edit Bank Account Information, Edit Business Information, Change UserName / Password, and Log Out.

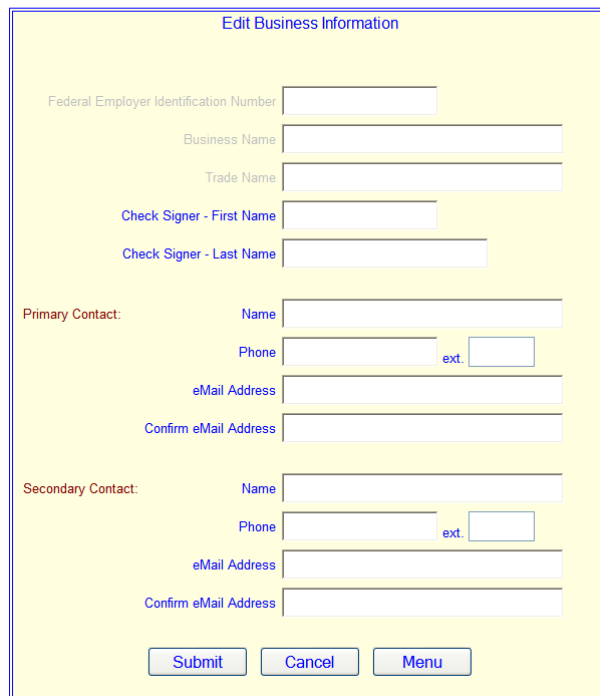
You are logged in as 

You will be presented with the following screen:

Online ACH Debit Payment System
Business Information Update Screen

On the Business Information Update screen you are permitted to modify the name of the Check Signer and the names, phone numbers and E-mail addresses of the Primary and Secondary contacts. Please click the "Submit" button after you have made your changes. You are not permitted to change your federal identification number or your business name. Please contact Business Master File Section 302-577-8780. If you make a mistake, please click the "Cancel" button and the data will be reset to information that you originally submitted.

Edit Business Information



The form contains the following fields:

- Federal Employer Identification Number
- Business Name
- Trade Name
- Check Signer - First Name
- Check Signer - Last Name
- Primary Contact:
 - Name
 - Phone (with ext. field)
 - eMail Address
 - Confirm eMail Address
- Secondary Contact:
 - Name
 - Phone (with ext. field)
 - eMail Address
 - Confirm eMail Address

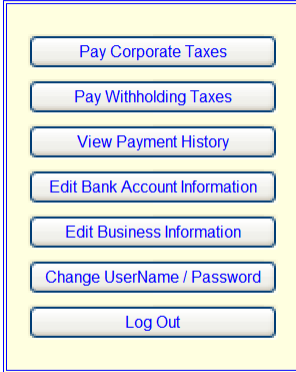
Buttons: Submit, Cancel, Menu

All the fields will be prefilled with your company's information. If any changes are made to the contact information, both current contacts will be emailed at their current email addresses informing them of the changes made

[Change Username / Password](#)

To add or edit your bank account information click on the *Change Username / Password* button on the main menu:

Online ACH Debit Payment System
Main Menu



- Pay Corporate Taxes
- Pay Withholding Taxes
- View Payment History
- Edit Bank Account Information
- Edit Business Information
- Change UserName / Password
- Log Out

You are logged in as 

You will be presented with the following screen:

Online ACH Debit Payment System
Password Update Screen

Change UserName / Password

Current UserName 8 -> 20 characters

New UserName

Current Password

New Password 8 -> 20 characters including at least 3 of the following: upper case, lower case, digits, and symbols.

Confirm New Password

The Current Username field will be filled with your current username. The current password is also filled, but masked. If you change either the username or the password, both current contacts will be emailed at their current email addresses informing them of the changes made.

Appendix A

Example 1 (Corporate Tax, single quarter or extension):

For this example we set up an account with a taxpayer ID of 1000000000. The current date is March 17th of 2009. When you enter the Pay Corporate Tax screen, it will initially look like this:

Tax Type	TPE Date	Due Date	Account #	Amount
----------	----------	----------	-----------	--------

Payment Setup

Taxpayer ID: 1000000000 Payment Amount: 0.00

Entry Date: 20090317

Payment Selection: Corporate Tentative - Quarter #1 - 50%

Bank Account: CorporateTax Account

Tax Period End Date: 20100131

If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *

The current taxable year ending date is displayed. You can change the taxable year end date if necessary.

Submit Cancel Delete Menu

* Note: If you select MultiPay and one or more quarterly payments already exist, payments will only be added to the quarter(s) where payments do not yet exist. It is suggested that you delete existing quarterly payments in the Pending Payments grid for this taxable year ending date prior to doing a MultiPay.

To schedule a tax payment for the first quarter, click on the dropdown arrow at the right side of the payment selection field. The 6 available options will be displayed. Click on Quarter #1:

Tax Type	TPE Date	Due Date	Account #	Amount
----------	----------	----------	-----------	--------

Payment Setup

Taxpayer ID: 1000000000 Payment Amount: 0.00

Entry Date: 20090317

Payment Selection: Corporate Tentative - Quarter #1 - 50%

Bank Account: CorporateTax Account

Tax Period End Date: 20100131

If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *

The current taxable year ending date is displayed. You can change the taxable year end date if necessary.

Submit Cancel Delete Menu

* Note: If you select MultiPay and one or more quarterly payments already exist, payments will only be added to the quarter(s) where payments do not yet exist. It is suggested that you delete existing quarterly payments in the Pending Payments grid for this taxable year ending date prior to doing a MultiPay.

Next, click on the dropdown arrow to the right of the account selection field. Click on the bank account that you wish to use:

Pending Payments

Tax Type	TPE Date	Due Date	Account #	Amount

Payment Setup

Taxpayer ID	<input type="text" value="1000000000"/>	Payment Amount	<input type="text" value="0.00"/>
Entry Date	<input type="text" value="20090317"/>	If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *	
Payment Selection	<input type="text" value="Corporate Tentative - Quarter #1 - 50%"/>		
Bank Account	<input type="text" value="Payroll Withholding Account"/>		
Tax Period End Date	<input type="text" value="CorporateTax Account"/>		

* Note: If you select MultiPay and one or more quarterly payments already exist, payments will only be added to the quarter(s) where payments do not yet exist. It is suggested that you delete existing quarterly payments in the Pending Payments grid for this taxable year ending date prior to doing a MultiPay.

Now enter the amount of the payment:

Pending Payments

Tax Type	TPE Date	Due Date	Account #	Amount

Payment Setup

Taxpayer ID	<input type="text" value="1000000000"/>	Payment Amount	<input type="text" value="1500.00"/>
Entry Date	<input type="text" value="20090317"/>	If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *	
Payment Selection	<input type="text" value="Corporate Tentative - Quarter #1 - 50%"/>		
Bank Account	<input type="text" value="CorporateTax Account"/>		
Tax Period End Date	<input type="text" value="20100131"/>		

* Note: If you select MultiPay and one or more quarterly payments already exist, payments will only be added to the quarter(s) where payments do not yet exist. It is suggested that you delete existing quarterly payments in the Pending Payments grid for this taxable year ending date prior to doing a MultiPay.

At this point you can go back and change any of these values. If everything is correct, press the Submit button:

Pending Payments

Tax Type	TPE Date	Due Date	Account #	Amount

Payment Setup

Taxpayer ID	<input type="text" value="1000000000"/>	Payment Amount	<input type="text" value="1500.00"/>
Entry Date	<input type="text" value="20090317"/>	If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *	
Payment Selection	<input type="text" value="Corporate Tentative - Quarter #1 - 50%"/>		
Bank Account	<input type="text" value="CorporateTax Account"/>		
Tax Period End Date	<input type="text" value="20100131"/>	The current taxable year ending date is displayed. You can change the taxable year end date if necessary.	

* Note: If you select MultiPay and one or more quarterly payments already exist, payments will only be added to the quarter(s) where payments do not yet exist. It is suggested that you delete existing quarterly payments in the Pending Payments grid for this taxable year ending date prior to doing a MultiPay.

If all your field values were valid, the completed transaction will now display in the Pending Payments box as shown below. The transaction will be submitted two nights prior to the Due Date for processing on the Due Date.

Pending Payments

Tax Type	TPE Date	Due Date	Account #	Amount
-- Click on transaction to view detail below --				
Corporate Tentative Qtr 1	20100131	20090501	22222222222222222222	1500.00

Payment Setup

Taxpayer ID	<input type="text" value="1000000000"/>	Payment Amount	<input type="text" value="0.00"/>
Entry Date	<input type="text" value="20090317"/>	If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *	
Payment Selection	<input type="text" value="Corporate Tentative - Quarter #1 - 50%"/>		
Bank Account	<input type="text" value="CorporateTax Account"/>		
Tax Period End Date	<input type="text" value="20100131"/>	The current taxable year ending date is displayed. You can change the taxable year end date if necessary.	

* Note: If you select MultiPay and one or more quarterly payments already exist, payments will only be added to the quarter(s) where payments do not yet exist. It is suggested that you delete existing quarterly payments in the Pending Payments grid for this taxable year ending date prior to doing a MultiPay.

Example 2 (Corporate Tax, multipay):

For this example we set up an account with a taxpayer ID of 1000000000. The current date is March 17th of 2009. When you enter the Pay Corporate Tax screen, it will initially look like this:

Pending Payments

Tax Type	TPE Date	Due Date	Account #	Amount
----------	----------	----------	-----------	--------

Payment Setup

Taxpayer ID: 1000000000
Entry Date: 20090317
Payment Selection: Corporate Tentative - Quarter #1 - 50%
Bank Account: CorporateTax Account
Tax Period End Date: 20100131
Payment Amount: 0.00

Buttons: Submit, Cancel, Delete, Menu

* Note: If you select MultiPay and one or more quarterly payments already exist, payments will only be added to the quarter(s) where payments do not yet exist. It is suggested that you delete existing quarterly payments in the Pending Payments grid for this taxable year ending date prior to doing a MultiPay.

To schedule tax payments for all 4 quarters with a single entry, click on the dropdown arrow at the right side of the payment selection field. Click on the Multipay choice:

Pending Payments

Tax Type	TPE Date	Due Date	Account #	Amount
----------	----------	----------	-----------	--------

Payment Setup

Taxpayer ID: 1000000000
Entry Date: 20090317
Payment Selection: Corporate Tentative - Quarter #1 - 50%
Bank Account: CorporateTax Account
Tax Period End Date: 20100131
Payment Amount: 1500.00

Buttons: Submit, Cancel, Delete, Menu

* Note: If you select MultiPay and one or more quarterly payments already exist, payments will only be added to the quarter(s) where payments do not yet exist. It is suggested that you delete existing quarterly payments in the Pending Payments grid for this taxable year ending date prior to doing a MultiPay.

Next, click on the dropdown arrow to the right of the account selection field. Click on the bank account that you wish to use:

Pending Payments

Tax Type	TPE Date	Due Date	Account #	Amount

Payment Setup

Taxpayer ID	<input type="text" value="1000000000"/>	Payment Amount	<input type="text" value="1500.00"/>
Entry Date	<input type="text" value="20090317"/>	<small>If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *</small>	
Payment Selection	<input type="text" value="Corporate Tentative - Multipay"/> ▼		
Bank Account	<input type="text" value="CorporateTax Account"/> ▼	<small>If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *</small>	
Tax Period End Date	<input type="text" value="CorporateTax Account"/> ▼	<small>If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *</small>	

* Note: If you select MultiPay and one or more quarterly payments already exist, payments will only be added to the quarter(s) where payments do not yet exist. It is suggested that you delete existing quarterly payments in the Pending Payments grid for this taxable year ending date prior to doing a MultiPay.

Now enter the TOTAL estimated tax amount for the ENTIRE year. The program will automatically break it down into the 4 quarters (50%, 20%, 20%, and 10%):

Pending Payments

Tax Type	TPE Date	Due Date	Account #	Amount

Payment Setup

Taxpayer ID	<input type="text" value="1000000000"/>	Payment Amount	<input type="text" value="3000.00"/>
Entry Date	<input type="text" value="20090317"/>	<small>If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *</small>	
Payment Selection	<input type="text" value="Corporate Tentative - Multipay"/> ▼		
Bank Account	<input type="text" value="CorporateTax Account"/> ▼	<small>If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *</small>	
Tax Period End Date	<input type="text" value="20100131"/> <small>The current taxable year ending date is displayed. You can change the taxable year end date if necessary.</small>	<small>If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *</small>	

* Note: If you select MultiPay and one or more quarterly payments already exist, payments will only be added to the quarter(s) where payments do not yet exist. It is suggested that you delete existing quarterly payments in the Pending Payments grid for this taxable year ending date prior to doing a MultiPay.

At this point you can go back and change any of these values. If everything is correct, press the Submit button:

Pending Payments

Tax Type	TPE Date	Due Date	Account #	Amount

Payment Setup

Taxpayer ID	<input type="text" value="1000000000"/>	Payment Amount	<input type="text" value="3000.00"/>
Entry Date	<input type="text" value="20090317"/>	If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *	
Payment Selection	<input type="text" value="Corporate Tentative - Multipay"/>		
Bank Account	<input type="text" value="CorporateTax Account"/>		
Tax Period End Date	<input type="text" value="20100131"/>	The current taxable year ending date is displayed. You can change the taxable year end date if necessary.	

* Note: If you select MultiPay and one or more quarterly payments already exist, payments will only be added to the quarter(s) where payments do not yet exist. It is suggested that you delete existing quarterly payments in the Pending Payments grid for this taxable year ending date prior to doing a MultiPay.

If all your field values were valid, the completed transactions will now display in the Pending Payments box as shown below. Each transaction will be submitted two nights prior to its Due Date for processing on the Due Date. You can go back and edit each one of the transactions individually right up until the night before each is processed:

Pending Payments

Tax Type	TPE Date	Due Date	Account #	Amount
-- Click on transaction to view detail below --				
Corporate Tentative Qtr 1	20100131	20090501	22222222222222222222	1500.00
Corporate Tentative Qtr 2	20100131	20090715	22222222222222222222	600.00
Corporate Tentative Qtr 3	20100131	20091015	22222222222222222222	600.00
Corporate Tentative Qtr 4	20100131	20100115	22222222222222222222	300.00

Payment Setup

Taxpayer ID	<input type="text" value="1000000000"/>	Payment Amount	<input type="text" value="0.00"/>
Entry Date	<input type="text" value="20090317"/>	If you select MultiPay for the Tax Type, please enter the TOTAL estimated liability for the year into the payment field. The program will split it up into four quarterly payments (50%, 20%, 20%, & 10%). *	
Payment Selection	<input type="text" value="Corporate Tentative - Multipay"/>		
Bank Account	<input type="text" value="CorporateTax Account"/>		
Tax Period End Date	<input type="text" value="20100131"/>	The current taxable year ending date is displayed. You can change the taxable year end date if necessary.	

* Note: If you select MultiPay and one or more quarterly payments already exist, payments will only be added to the quarter(s) where payments do not yet exist. It is suggested that you delete existing quarterly payments in the Pending Payments grid for this taxable year ending date prior to doing a MultiPay.

ACH Debit Payment Scheduling:

Since all ACH debits are processed through the Fed, the timing of the payments is affected by their schedule. They process any payments prior to 4pm on the next business day. We do all our processing of payments at 10 PM. This means that they are actually processed by the Fed on the second business day. Therefore, payments that are due on Friday are processed through our system on Wednesday night at 10 PM. As long as your payments are entered into the system on or before Wednesday at 10 PM, they would process on time.

You can obtain the Fed holiday schedule here: <http://www.federalreserve.gov/releases/k8/>

Examples:

Due Date	Submitted for processing	Processed by Fed
Sat 1/31/2009	Wed 1/28/2009 @ 10pm	Fri 1/30/2009
Tue 3/31/2009	Sun 3/29/2009 @ 10pm	Tue 3/31/2009
Mon 8/31/2009	Thu 8/27/2009 @ 10pm	Mon 8/31/2009
Mon 1/19/2009 *	Wed 1/14/2009 @ 10pm	Fri 1/16/2009
Mon 5/25/2009 *	Wed 5/20/2009 @ 10pm	Fri 5/22/2009
Mon 9/7/2009 *	Wed 9/2/2009 @ 10pm	Fri 9/4/2009
Wed 11/11/2009 *	Sun 11/8/2009 @ 10pm	Tue 11/10/2009
Fri 12/25/2009 *	Tue 12/22/2009 @ 10pm	Thu 12/24/2009

* These are all Fed holidays