

Tax Payments

Quick Reference Guide

Tax Payments

The ACH menu within the Payments section of the main navigation menu provides the following links for quick access to tax payments.

1 Create ACH Tax Payments

Make the following selections:

- Manual Entry
- From Template

2 ACH Tax Templates

- View a list of tax templates or
- Select one or more templates into initiate payments

Main Navigation Menu > Payments > ACH

Payments > ACH > ACH Tax Templates > Create New Template

ACH

- Create ACH Payment 1
- Create ACH Tax Payment
- ACH File Activity
- ACH Payment Activity
- Recurring ACH Payments
- ACH Templates 2
- ACH Tax Templates
- ACH Recipients
- ACH Recipient Activity
- ACH Recipient Import Layout

Create Tax Template * Indicates Required Field

Federal State

Template Name: *

Tax Code: * Type to filter

Tax Payer ID *

Restrict Template

ACH Company Name: * Type to filter

Amount: *

Recipient Name: *

Recipient ID Number:

Recipient Routing Number: * Type to filter

Recipient Account Number: *

Recipient Account Type: *

- Templates will be available on the ACH Tax Templates page to all users that have any of the ACH Template entitlements or have the Create ACH Payment entitlement.
- Changes cannot be made to a template while it is pending approval.
- Payments created manually can be saved as a template while on the payment Confirmation page.

Creating Tax Payments

Creating a Tax Payment

Select the Payment Method:

- Manual Entry
- From Template

Select the Payment Type

- Federal
- State

FEDERAL: Payments > ACH > Create Federal ACH Tax Payment

TIP: Tax Codes with subcategories will have three available Amount/Amount Type fields to categorize accordingly. Otherwise, the user will just input the tax payment amount

The following information is required when making a Federal Tax Payment:

- Tax Payment Name
- Tax Period End Date
- Tax Code
- Tax Payer ID
- ACH Company Name
- Pay From Account
- Effective Date
- Amount
- Recipient Name
- Recipient Routing Number
- Recipient Account Number
- Recipient Account Type

STATE: Payments > ACH > Create State ACH Tax Payment

TIP: A user can manually input a state tax code if it is not available as a selection. A warning indicator will display to ensure the user is aware before they move forward with the payment.

The following information is required when making a State Tax Payment:

- ACH Company Name
- Pay From Account
- Effective Date
- Amount / Amount Type
- Recipient Name
- Recipient Routing Number
- Recipient Account Number
- Recipient Account Type

ACH Payment Activity

Payments > ACH > ACH Payment Activity

ACH Payment Activity ?											ACH File Activity	Recurring ACH Payments	Create New Payment	Download	Print
Type to filter															
<input type="checkbox"/>	Transaction ID	Batch Name	File Name	ACH Company Name	SEC Code	Initiated Date	Effective Date	Debit Amount	Credit Amount	Status	Actions				
<input type="checkbox"/>	A000000013274-T	STATE PMT FUTURE		PINK	CCD	07/23/2019	07/31/2019	\$6.00	\$6.00	Scheduled	Cancel				
								\$6.00	\$6.00						
Viewing 1 - 1 of 1 Results											25				

Tax payments will be displayed on the ACH Payment Activity page and can be easily identified by the following updated description:

- Transaction ID: Will display T after the numeric Transaction ID
- Within the ACH Payment Activity search filter, Tax Payment has been added as an ACH Type.

Payments > ACH > ACH Payment Activity > Payment Detail

Tax Payment Detail - A000000013274-T			Download	Print	
STATE PMT FUTURE					
Status:	Scheduled	ACH Company:	PINK	Recipient Name:	Montana
Tax Payment Type:	State	Pay From Account:	Sierra's Year	Recipient ID:	100
State:	Montana	Effective Date:	07/25/2019	Recipient Routing Number:	092102851
Tax Period End Date:	07/31/2019	Amount/Amount Type:	Amount Amount Type	Recipient Account Number:	100
Tax Code:	1100 - Quarterly Tax Return		\$1.00 T - Tax	Recipient Account Type:	Checking
Tax Payer ID:	123456789		\$2.00 S - State	Audit:	7/23/2019 9:50:56 AM : Sierra McCaffrey : Created
			\$3.00 C - City		
<input type="button" value="Edit Payment"/> <input type="button" value="Initiate Tax Payment"/> <input type="button" value="Close"/>					

When viewing the payment detail, a user can take the following actions:

- Edit Payment – Entitled users can edit the payment details based on their partial or full edit entitlement
- Initiate Tax Payment – Users can create another tax payment using the same payment details. Payment details can also be modified during payment review.