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 to initiate payments

Main Navigation Menu > Payments > ACH

Payments > ACH > ACH Tax Templates > Create New Template

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

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

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.

STATE: Payments > ACH > Create State ACH Tax 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

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.
ACH Payment Activity

Payments > ACH > ACH Payment Activity

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

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.