

# 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

Main Navigation Menu > Payments > ACH

**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

## 2 ACH Tax Templates

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

Payments > ACH > ACH Tax Templates > Create New Template

**1. Create Tax Template** 2. Review 3. Confirmation

**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 <span>?</span>											Create New Payment	Download	Print
Type to filter <input type="text"/>													
<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"/>	<a href="#">A000000013274-T</a>	STATE PMT FUTURE		PINK	CCD	07/23/2019	07/31/2019	\$6.00	\$6.00	Scheduled	<a href="#">Cancel</a>		
								\$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
<b>STATE PMT FUTURE</b>					
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		
[Edit Payment] [Initiate Tax Payment] [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.