

# TAX PAYMENTS

November 2015



DFCU Online offers a variety of tax forms for both Federal and Michigan tax payments using the Electronic Federal Tax Payment System (EFTPS).

## ! Important information regarding ACH Tax Payments:

- Prior to scheduling any tax payments, please contact your taxing authority to enroll in their Electronic Funds Transfer program and any related requirements.
  - For Michigan Taxes – go to Michigan.gov/taxes and complete the appropriate documentation for Business Electronic Funds Transfer Payments.
  - For Federal Taxes – go to IRS.gov and register for the EFTPS: The Electronic Federal Tax Payment System.
- All questions regarding tax forms should be directed to your tax advisor.
- Annual income taxes cannot be completed or filed through DFCU Online.

In the menu, select Commercial > Tax Payment. Select a Tax Authority from the dropdown to view the available tax form options. There are forms available for the following three tax authorities:

1. Federal Tax (IRS)
2. Michigan Business State Tax
3. Michigan Sales, Use & Withholding State Tax

## To submit a Tax Payment:

- In the Menu, click Commercial > Tax Payment, the Tax Payments page appears.
- Select one of the Tax Authorities from the dropdown.
- Click on the desired tax form.
- Complete the required fields.
  - Payment From field – the name of your business.
  - Tax ID – your businesses tax ID.
  - Payment Effective Date – date payment will be effective.
  - Tax Period End Date – this is required by the Tax Authority.
  - From Account – the account at DFCU that the payment will be withdrawn from.
  - To Account – this field will prefill.
  - To Account Routing Number – this field will prefill.
  - Payment Amount – Amount of the tax payment.

✓ **Note:** Some forms will have additional fields as required by the Tax Authority. An asterisk (\*) will indicate all required fields.

- Click Submit to complete the payment.

The screenshot shows a tax payment form with the following fields and labels:

- PAYMENT FROM \***: My Business LLC (dropdown menu)
- TAX ID \***: (text input field)
- PAYMENT EFFECTIVE DATE \***: Select Date (calendar icon)
- TAX PERIOD END DATE \***: Select Date (calendar icon)
- FROM ACCOUNT \***: --Select From Account-- (dropdown menu)
- TO ACCOUNT**: (text input field)
- TO ACCOUNT ROUTING NUMBER**: (text input field)
- PAYMENT AMOUNT \***: 0.00 (text input field)

\* - Indicates required field

Submit (button)

# TAX PAYMENTS, continued

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- To Approve the transaction, you will need to enter a code from the hard token issued to you by DFCU Financial.

**Secure Token**

A secure access token is required to authorize this transaction. Please enter it below.

  

1	2	3
4	5	6
7	8	9
Delete	0	Clear

The first time you use a code from your token, you will be required to enter a second code.

**Enter Your Secure Token**

Since this is your first time using this secure access device, please provide a second token.

  

1	2	3
4	5	6
7	8	9
Delete	0	Clear

- After entering the required secure codes from your hard token, a confirmation message will appear.

