

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 - From Account – the account at DFCU that the payment will be withdrawn from.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 web form for submitting a tax payment. The form is divided into several sections with labels and input fields. Asterisks (*) indicate required fields. The fields are: 'PAYMENT FROM *' (dropdown menu with 'My Business LLC' selected), 'TAX ID *' (text input), 'PAYMENT EFFECTIVE DATE *' (calendar icon), 'TAX PERIOD END DATE *' (calendar icon), 'FROM ACCOUNT *' (dropdown menu with '---Select From Account---' selected), 'TO ACCOUNT' (text input), 'TO ACCOUNT ROUTING NUMBER' (text input), and 'PAYMENT AMOUNT *' (text input with '0.00' entered). A 'Submit' button is at the bottom right. A note at the bottom left states '* - Indicates required field'.

TAX PAYMENTS, continued

- 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.

363338 ^x		
1	2	3
4	5	6
7	8	9
Delete	0	Clear

Continue Cancel

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.

568195 ^x		
1	2	3
4	5	6
7	8	9
Delete	0	Clear

Authorize Cancel

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

