

How to pay your Federal tax return balance using your EFTPS account

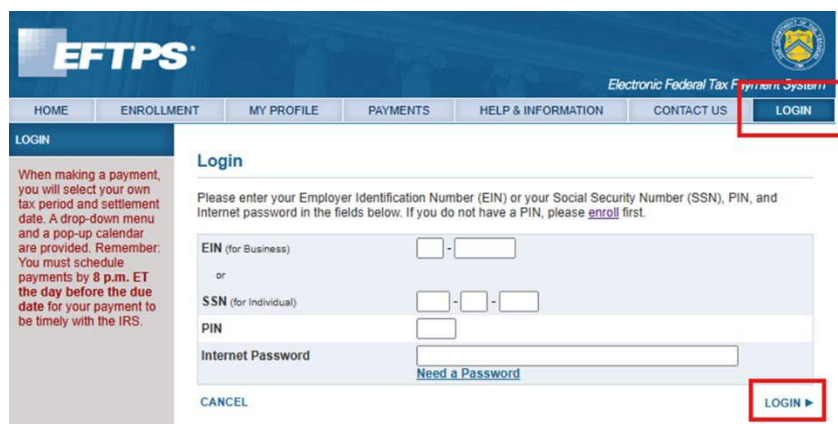
This guide will show you to pay your tax return balance electronically using EFTPS. Creating an account is required to make tax payments. If you do not have an account set up, please refer to the How to Register with EFTPS guide.

PLEASE NOTE:

- If you do not receive your registration PIN in the mail before the deadline of your payment, you can make a payment over the phone at 800-555-3453. **Phone payments must be completed 24 hours before the deadline.**
- Your EFTPS account will **deactivate after 13 months of inactivity**. If this happens, you will need to re-enroll and receive a new PIN in the mail to complete the registration process again.

Step 1: Navigate to the EFTPS website: <https://www.eftps.gov/eftps/>

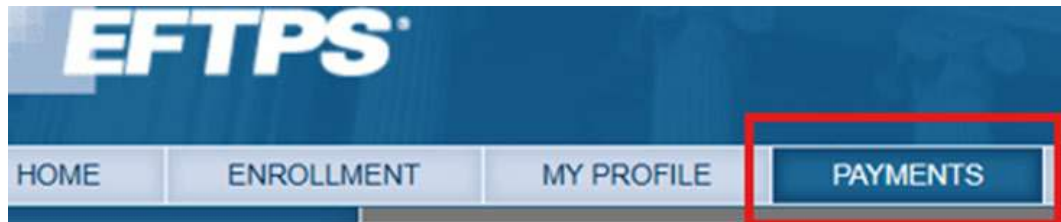
1. Hit **Login** on the top right.
2. Enter your **EIN** or **SSN**, **PIN**, and **Internet Password**
3. Hit **Login** on the bottom right.



The screenshot shows the EFTPS website interface. At the top, there is a navigation bar with links: HOME, ENROLLMENT, MY PROFILE, PAYMENTS, HELP & INFORMATION, CONTACT US, and a highlighted LOGIN button. Below the navigation bar, the LOGIN section is active. It contains a message: "When making a payment, you will select your own tax period and settlement date. A drop-down menu and a pop-up calendar are provided. Remember: You must schedule payments by 8 p.m. ET the day before the due date for your payment to be timely with the IRS." The login form fields are: EIN (for Business) or SSN (for Individual), PIN, and Internet Password. There is a "Need a Password" link below the Internet Password field. At the bottom left of the form is a CANCEL button, and at the bottom right is a highlighted LOGIN button with a right arrow.

Step 2: Initiate your payment

1. Hit **Payments** tab on the top bar.



2. Enter **Tax Form Number** in the box **OR** select from the drop-down menu (completing both will cause an error message).
 - a. This form number will be your tax return type i.e. 1120 Corporate Income Tax Return
3. Hit **Next**.

Tax Form Selection

Failure to pay employment taxes could result in a civil injunction or criminal prosecution, or in a responsible person being held personally liable for the trust fund portion of the taxes.

Please enter the number of the Tax Form you wish to pay, or select the Tax Form number from one of the drop-down lists. ?

ENTER TAX FORM NUMBER

or

SELECT A TAX FORM

Most Common Forms :

All forms in numeric order :

[CLEAR FORM](#) [NEXT ►](#)

4. Select **Balance due on return or notice**.

5. Hit **Next**.

Tax Type Selection

Please select a Tax Type:

- ☐ Estimated/Federal Tax Deposit
- ☒ Balance due on return or notice
- ☐ Extension
- ☐ Payment Due On An Amended Or Adjusted Return

Step 3: Enter payment details

1. Enter the **Payment Amount**.
2. Enter **Year** under Tax Period.
3. Choose a **Settlement Date**. *Please note this date cannot be later than the due date of your tax return*
4. Confirm **bank account**.

5. Hit **Next**.

Please enter the tax period year and the settlement date in the fields below. A pop-up settlement date calendar is provided for your convenience.

Business Tax Payment

If you select the next business date for the funds to be electronically transferred from your account, you will not be able to cancel this payment. EFTPS requires at least 2 business days' notice to cancel a payment.

For fiscal year taxpayers, please enter the four-digit year in which your tax filing period ends. ?

Payments will be debited from the banking account associated with this enrollment (identified below). If you want to use a different account, click "Change Account" next to the payment. ?

Payment Amount	\$		(example: 1234.56)	?
Tax Period	Year		(yyyy)	?
Settlement Date			 (mm/dd/yyyy)	?
Account:				CHANGE ACCOUNT ?

CLEAR FORM

◀ PREVIOUS | **NEXT ▶**

6. Review information you entered.
7. Hit **Make Payment**.

Further Support:

- IRS Direct Pay FAQ's: <https://www.eftps.gov/eftps/direct/FAQGeneral.page>
- IRS Direct Pay phone support: 800-555-3453
- LGA support: taxoperations@lga.cpa