How to create a Federal EFTPS account

This guide will show you how to register an EFTPS account for your trust or business. Creating an account is required to make tax return, extension, or estimated payments electronically. Once an account has been created, you can also track your payment history and schedule payments in advance.

PLEASE NOTE:

- For a new enrollment you will receive a **PIN** in the mail in **5-7 business days**. This PIN is required to complete your registration.
- If you do not receive your 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.

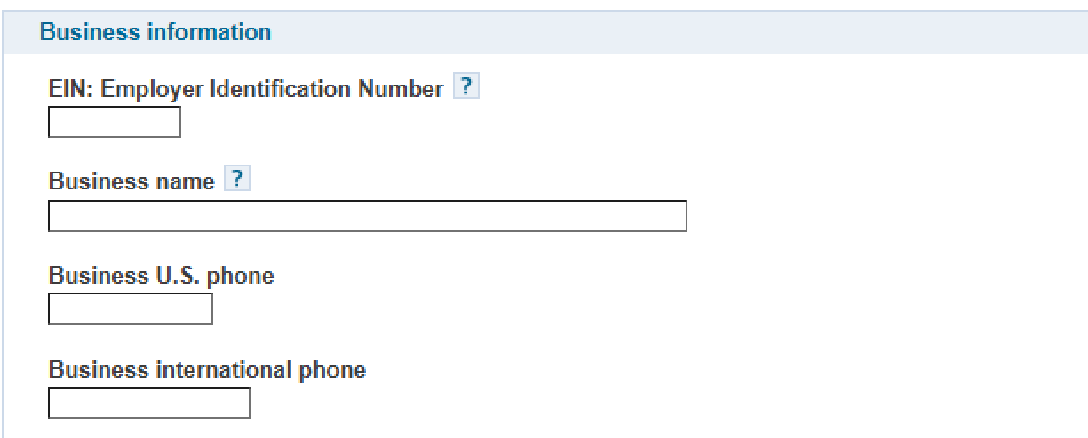
Step 1: Navigate to the EFTPS website: https://www.eftps.gov/eftps/

1. Select **Enroll**

2. Check the **box** to accept the Privacy Act and Paperwork Reduction Act.
3. Select **Business** *(even if you are registering a trust)* or **Individual** (if you are self-employed).

Step 2: Enter the business or personal information

1. Enter the business's **EIN**, **business name**, and **business phone number** or your **Social Security Number**, **taxpayer name**, and **taxpayer phone number** if you are self-employed.


Business information

EIN: Employer Identification Number ?

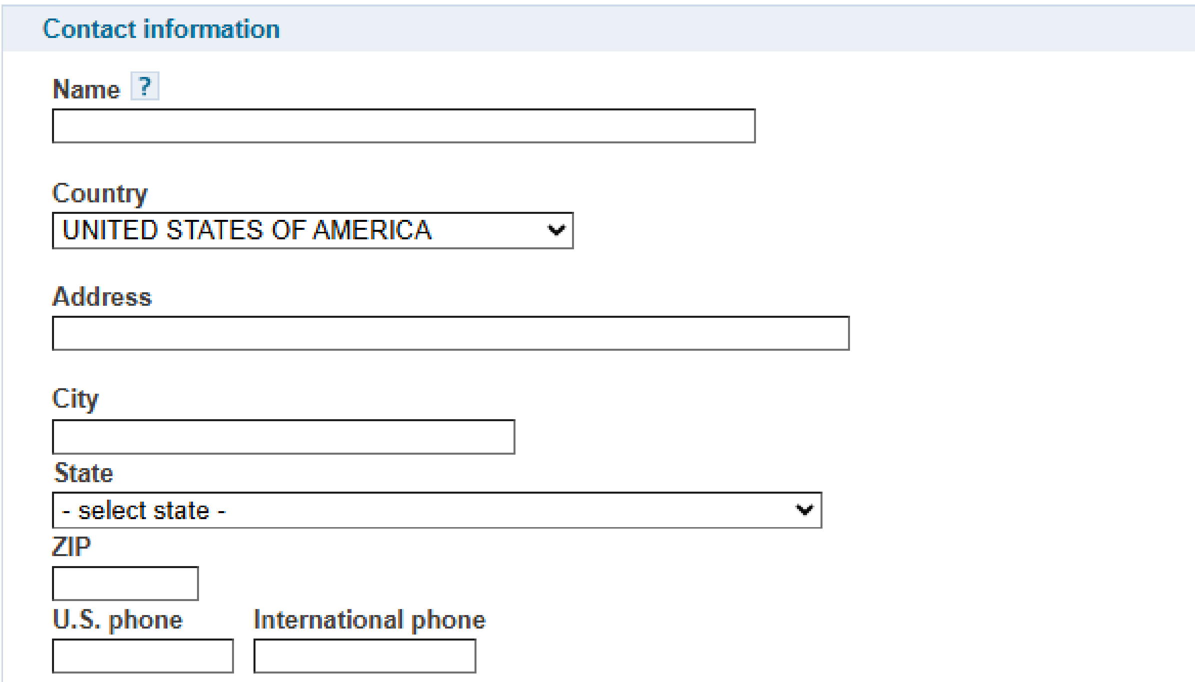
Business name ?

Business U.S. phone

Business international phone

Step 3: Enter your contact information

1. Enter your **name**, **address**, and **phone number**.



Contact information

Name ?

Country

UNITED STATES OF AMERICA

Address

City

State

- select state -

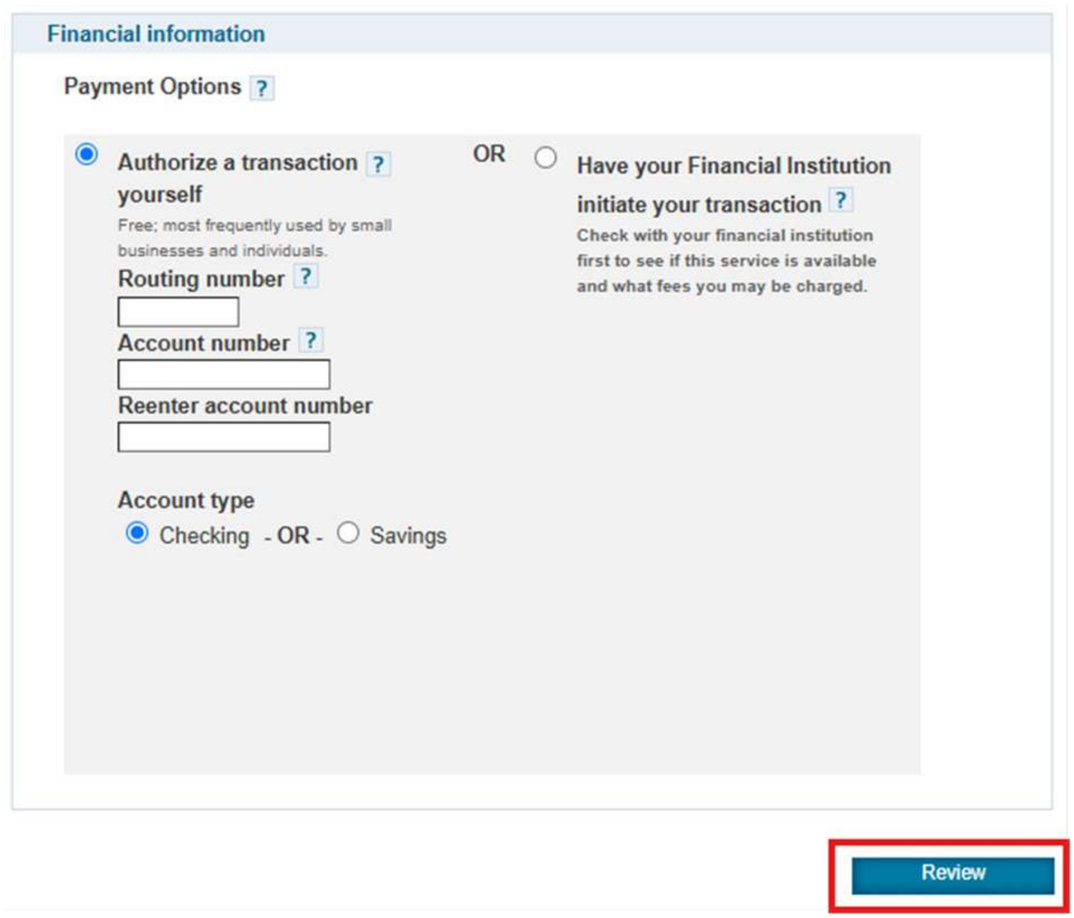
ZIP

U.S. phone

International phone

Step 4: Enter the financial information for the business

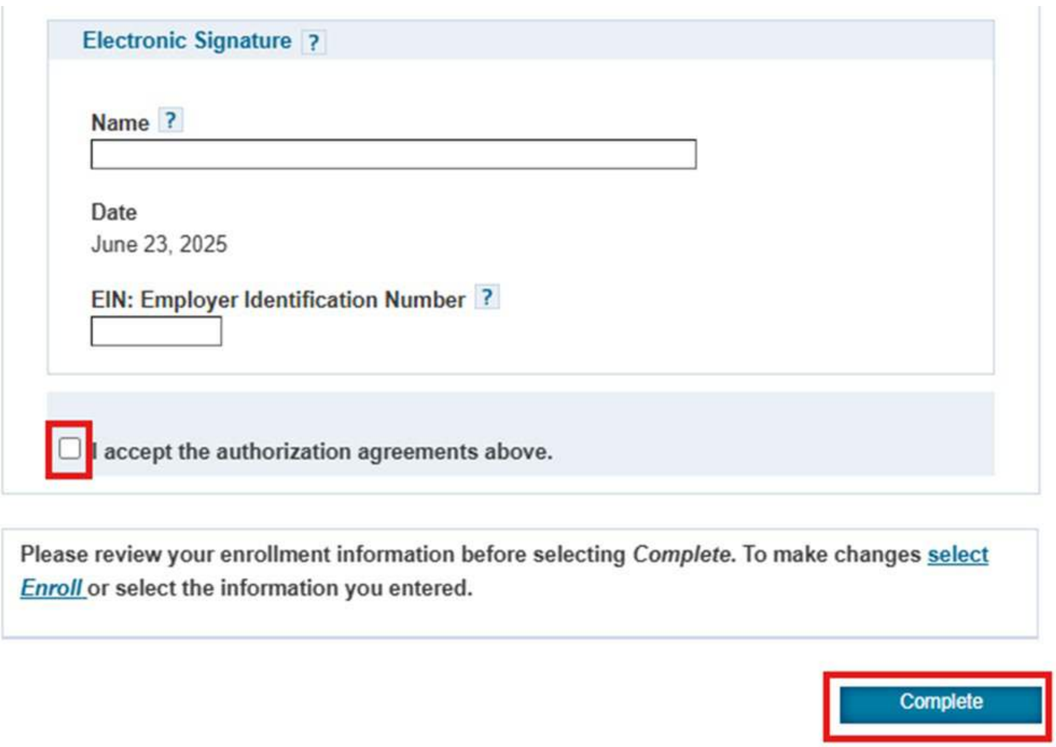
1. Typically, you will select the left option: **Authorize a transaction yourself**.
    a. *If you want to have your financial institution initiate your transaction, please be sure to confirm with them first.*
2. Choose **account type**: Checking or Savings.
3. Hit **Review**.



Step 5: Review your account details

1. **Review** the business information, contact information, and financial information you entered previously.
2. Enter your name for the **electronic signature**.
3. Re-enter the business **EIN**.

4. Hit **Complete**.



Further Support:

- **ID.me FAQ's:** https://help.id.me/hc/en-us
- **ID.me support:** http://account.id.me/help/contact
- **LGA support:** taxoperations@lga.cpa