

# ACH Debit Payment Instructions

To make ACH Debit payments by Electronic Funds Transfer (EFT), use our website – [www.witaxeft.com](http://www.witaxeft.com). You must authorize the payment before 4:00 p.m. Central Standard Time (CST) on the payment due date. A series of prompts will lead you through the payment process. Before you begin it is recommended that you complete a copy of the ACH Debit Payment Worksheet as shown below, (or your own similar record of the payment transaction). Use the form as a reference when entering the payment information.

- If using the ACH Debit Payment Worksheet, complete one copy for each payment transaction. Enter this information prior to beginning the payment process. It is recommended that you keep a completed copy of each payment transaction for your records.
1. Enter your EFT Identifier.
  2. Enter your EFT password.
  3. Enter the five digit tax type code of the tax that you are paying.
  4. Enter the last day of the tax period this payment covers. **Do not enter the payment due date.** Enter the month, day, and year as two digit numbers *Example:* A person who pays withholding tax monthly and has a tax period of July 1 to July 31, 2005, would enter the last day as 073105.
  5. Complete this line only if you are paying withholding tax. Enter the amount of withholding tax that you owe for the period.
  6. Enter the amount you are paying for the period.
  7. Enter the date you want the payment to be transferred from your bank account. This can be any business day up to 365 calendar days after the date you authorize the payment.
  8. After completing the Worksheet, logon to the website- [www.witaxeft.com](http://www.witaxeft.com) to make your payment. Follow the prompts to complete your EFT payment transaction.
  9. If making the payment online, you may print the screen showing your eleven digit payment confirmation number. If using the phone system, you will receive an eleven digit payment confirmation number. This confirmation number will be helpful if you need to resolve a payment issue.

|   |   |                      |
|---|---|----------------------|
| 1. EFT Identifier                                 | <input type="text"/>                                  | <input type="text"/> |
| 2. EFT Password                                   | <input type="text"/>                                  | <input type="text"/> |
| 3. Tax Type Code                                  | <input type="text"/>                                  | <input type="text"/> |
| 4. Last day of the Tax Period this payment covers | <input type="text"/>                                  | <input type="text"/> |
| 5. Amount of Withholding Tax you owe              | \$  | <input type="text"/> |
| 6. Amount of this Tax Payment                     | \$  | <input type="text"/> |
| 7. Effective Date of Payment                      | <input type="text"/>                                  | <input type="text"/> |
| 8. Confirmation number                            | <input type="text"/>                                  |                      |
|   | (given to you at the end of each payment transaction) |                      |