This tutorial assumes that you are working for a business that has been enrolled in EFTPS, and uses QuickBooks.

Go to - https://www.eftps.gov/

Click PAYMENTS in blue menu bar across top

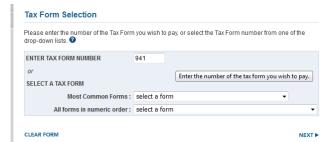


Login by entering EIN (or SSN), PIN, and Internet Password.

| Login                        |  |
|------------------------------|--|
| In order to make, view or ca | ncel a Payment, you must first login.  |
|                              | dentification Number (EIN) or your Social Security Number (SSN), PIN, and<br>Is below. If you do not have a PIN, please <u>enroli</u> first. |
| EIN (for Business)           | •  |
| or                           |  |
| SSN (for Individual)         |  |
| PIN                          |  |
| Internet Password            |  |
|                              | Need a Password  |
| CANCEL                       | LOGIN  |

Enter tax form number 941 or 940. I find it easier & faster to enter the number rather than select.

941 is the one done after payroll, 940 is done quarterly. QuickBooks will tell you.



**Click NEXT** 

Select Federal Tax Deposit

| Tax Type Selection                           |                 |
|--|-----------------|
| Please select a Tax Type:                    | a               |
| <ul> <li>Federal Tax Deposit</li> </ul>      | Ŭ               |
| Balance due on return or notice              |                 |
| Payment Due On An Amended Or Adjusted Return |                 |
| O Audit Adjustment                           |                 |
|  |                 |
|  | PREVIOUS   NEXT |

## **Click NEXT**

In QuickBooks go to Pay Liabilities, in the Employees section.

 $Check the \ liability \ you \ want to \ pay. \ 941 \ or \ 940 \ will \ be \ on the \ PAYMENT line.$ 

(Don't pay late as in this screen shot.)

| 🕩 E | ay Emplo 🕕 Pay Lia | b <u>i</u> lities I | File Form <u>s</u>  |        |            |
|-----|--------------------|---------------------|---------------------|--------|------------|
| Pa  | y Taxes & Other L  | iabilities.         |                     |        |            |
| 1   | SEND BY 🔺          | STATUS              | PAYMENT             | METHOD | PERIOD     |
| 1   | 03/11/16           | Overdue 🜗           | Federal 941/944/943 | Check  | 3/5-3/8/16 |
|     | 04/20/16           | 4 Weeks             | ID Withholding      | Check  | Mar 2016   |

## **Click ViewPay**

In EFTPS fill in the amount, tax period (Quarter), year, and \*settlement date (when it is to be paid). Your bank account information should be there automatically.

(\*EFTPS does not let you post a payment the same day as entered.)

| Business Tax Payr   | nent   | date in the f                 | fields be                     | elow. A tax per                | rter and year) and<br>fiod drop-down m<br>wided for your co | nenu and   | а рор-ц  |
|---|--|-------------------------------|-------------------------------|--------------------------------|---|------------|----------|
| f you select the next bus<br>will not be able to cancel<br>payment.                     |  |                               |                               |                                |   |            | you      |
|   |  | ur digit yoor                 | in which                      | h vour tax filing              | neriod ends. Cli  | ick here f | or an    |
| For fiscal year taxpayers, p<br>example.  | lease enter the fo                                     | Jui-uigit year                | in which                      | n your tax ming                | , penea enac. <u>en</u>                                     |            | or un    |
|   | from the banking                                       | account asso                  | ociated                       | with this enrol                |   |            |          |
| example.<br>Payments will be debited t  | from the banking                                       | account asso                  | ociated v<br>lext to th       | with this enrol                | Iment (identified   |            |          |
| example,<br>Payments will be debited t<br>want to use a different acc                   | rom the banking<br>ount, click "Chan                   | account asso                  | ociated v<br>lext to th       | with this enrol<br>ie payment. | Iment (identified   |            | you      |
| example.<br>Payments will be debited f<br>want to use a different acc<br>Payment Amount | from the banking<br>ount, click "Chan                  | account asso<br>ge Account" n | ociated viext to th           | with this enrol<br>ie payment. | Iment (identified   |            | you<br>Ø |
| example.<br>Payments will be debited f<br>want to use a different acc<br>Payment Amount | from the banking<br>ount, click "Chan<br>\$<br>Quarter | account asso<br>ge Account" n | ociated v<br>lext to th<br>(( | with this enrol<br>ie payment. | Iment (identified   |            | you<br>Ø |

The QUARTER is figured on the day the employees were paid. If the pay period ended march 31, and they were paid on April 5<sup>th</sup>, it would be in Quarter 2.

## **Click NEXT**

I skip sub category amount, my accountant said that is OK. However, do what your employer instructs you to do.

|                              | Tax Form Selected         |  |  |  |  |
|------------------------------|---------------------------|--|--|--|--|
| Tax Form                     | 941 Employers Federal Tax |  |  |  |  |
| Tax Type Federal Tax Deposit |                           |  |  |  |  |
| Payment Amount               | \$17,536.46               |  |  |  |  |
|                              | Sub Category Amounts      |  |  |  |  |
| 1 Social Security            | \$                        |  |  |  |  |
| 2 Medicare                   | \$                        |  |  |  |  |
| 3 Tax Withholding            | \$                        |  |  |  |  |
|                              |                           |  |  |  |  |
| CLEAR FORM                   |                           |  |  |  |  |

**Click NEXT** 

Review your information (no screen shot)

MAKE PAYMENT

OPTIONAL: Copy and paste the EFT ACKNOWLEDGEMENT NUMBER on the memo line in QuickBooks

Click PRINTER FRIENDLY VERSION icon or the PDF icon.

Print that page for your records. The PDF can be saved to your computer if you wish.

In QuickBooks

- Make sure TO BE PRINTED is NOT checked
- Change Check No. to eftps
- Adjust date to match settlement date
- OPTIONAL: Paste EFT ACKNOWLEDGEMENT NUMBER on the memo line
- Save and close