

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 cancel a Payment, you must first login.

Please enter your Employer Identification Number (EIN) or your Social Security Number (SSN), PIN, and Internet password in the fields below. If you do not have a PIN, please [enroll](#) 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.

**Tax Form Selection**

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 ►](#)

Click NEXT

Select Federal Tax Deposit

**Tax Type Selection**

Please select a Tax Type: ?

Federal Tax Deposit

Balance due on return or notice

Payment Due On An Amended Or Adjusted Return

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.)

| SEND BY  | STATUS  | PAYMENT             | METHOD | PERIOD     |
|----------|---------|---------------------|--------|------------|
| 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.)

Payment - 941 Employers Federal Tax

**Business Tax Payment**

Please enter the tax period (quarter and year) and the settlement date in the fields below. A tax period drop-down menu and a pop-up settlement date calendar are provided for your convenience.

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. [Click here for an example.](#)

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 Quarter  Select  Year  (yyyy)

Settlement Date  (mm/dd/yyyy)

Account:  CHANGE ACCOUNT

CLEAR FORM PREVIOUS NEXT

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 | \$ <input type="text"/> |
| 2 Medicare        | \$ <input type="text"/> |
| 3 Tax Withholding | \$ <input type="text"/> |

CLEAR FORM PREVIOUS NEXT

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