



**IMPORTANT INFORMATION**  
Just for you.

## **Treasury Management: Create ACH Tax Payment**

Use the Create ACH Tax Payment view to create an ACH Tax payment. Initiate an ACH tax payment from a ACH Tax Template by selecting ACH Tax Templates.

To complete this transaction, you will be prompted for authentication by text or phone call (whichever method you chose at setup).

If you chose text, you will receive a code by text. Simply enter the code on your screen within Treasury Management to proceed.

For phone call users, you will receive a phone call with a randomly generated code. Simply enter the code on your screen within Treasury Management to proceed.

### **Creating an ACH Tax Payment**

1. Go to Payments > ACH > Create ACH Tax Payment.
2. Within the Create ACH Tax Payment tab, select Manual Entry
3. Enter a Tax Payment Name.
4. Enter the Tax Period End Date using the calendar feature
5. Select Search Icon to identify Tax Code
6. Enter Tax Payer ID
7. Enter the Company Name of the ACH originator (your company)
8. Pay From Account
9. Select the Effective Date of this ACH payment using the calendar feature
10. Enter the Amount
11. Select the Restrict Payment check box, if appropriate. Use the Restrict Payment box if you do not want other ACH users to be able to view the transaction.
12. Select Add Recipients to proceed to the Manage Recipients tab.
  - a) Enter the Recipient Name.
  - b) Enter the recipient's ID Number.
  - c) Enter the recipient's Routing Number: Federal Tax Payments 061036000; NYS Tax Payments 121000248
  - d) Select Checking from the Account Type drop-down list.
  - e) Enter the Account Number: Federal Tax Payments 23401009; NYS Tax Payments 4089246144 for Form 746, 4089246128 for all other forms.

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13. You are required to create an offsetting entry. This entry tells the system which account to debit (pull) or credit (push) funds. For example, if you are paying (crediting) your recipients a total of \$1,000, your offsetting entry will be a debit to your account for \$1,000.
  - a. Select to add a new recipient row
  - b. Enter your bank account information (Account and Routing Numbers)
  - c. Enter the debit or credit amount
14. Select Review
  - a. Review payment information
15. Select Confirm

**Tax Form Selection in Treasury Management Guide:**

<b>Prior to 2/3/2020</b>	<b>After 2/3/2020</b>
IRS Form 940 Unemployment Tax / assessed deficiency	9404
IRS Form 940 Unemployment Tax / return or notice	9407
IRS Form 940 Unemployment Tax / tax deposit	9405
IRS Form 941 (Without Subcategories) / return or notice	94107
IRS Form 941 (Without Subcategories) / tax deposit	94105
IRS Form 941 (Without Subcategories)/ assessed deficiency	94104
IRS Form 941 Quarterly Tax Return / assessed deficiency	94104
IRS Form 941 Quarterly Tax Return / return or notice	94107
IRS Form 941 Quarterly Tax Return / tax deposit	94105
IRS Form 943 Annual Agric. Emp. Tax / assessed deficiency	9434
IRS Form 943 Annual Agric. Emp. Tax / return or notice	9437
IRS Form 943 Annual Agric. Employee Tax / deposit	9435
New York City Tax Withheld	519
New York Estimated Tax for Corporations	1187
New York Sales and Compensating Use Tax	746
New York State Tax Withheld	518
New York Yonkers Tax Withheld	520