**How to Enroll in EFTPS**

In order to e-pay your federal taxes we will need you to enroll in EFTPS as soon as possible. Feel free to use the following printed instructions or go to EFTPS.gov and follow the online instructions provided.

**To enroll in Standard EFTPS Enrollment (Debit from Bank Account):**

1. Go to [EFTPS On-line](https://www.eftps.gov/). (www.eftps.gov)
2. Click the Enrollment tab.
3. Specify Business enrollment.
4. Enter and verify all requested information. You'll need your EIN, your banking information, your legal business name, and your contact information.
5. Be sure to select Standard EFTPS Enrollment (Debit from Bank Account) as your payment method.

*Within 15 calendar days, a PIN letter will be mailed to your IRS Address of Record. In a separate package, you'll receive enrollment information that includes an enrollment trace number and a temporary password.* ***Please contact Adkins & Richardson as soon as you have received this information. We will be happy to help you complete the final step.***

1. Before you can submit a federal payment via EFTPS, you must use the enrollment trace number and temporary password to create a new, unique Internet Password. To create your Internet Password, contact EFTPS Customer Service at 1-800-555-4477 and follow the prompts. Be sure to have your EIN, your PIN, the enrollment trace number, and your temporary password available.

**Note:** You may want to print this page and write your PIN and Internet Password here:

*4-digit PIN: \_\_\_\_\_\_\_\_*

*8-12 character Internet Password:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** Store your 4-digit PIN and your 8-12 character Internet Password securely. This is a unique code that you should not share with any entity, other than your CPA or Paid Tax Preparer.