



# Questions and Answers About **Express Enrollment** for New Businesses

## **Q** What is Express Enrollment for New Businesses?

**A.** Express Enrollment for New Businesses allows business taxpayers with a federal tax obligation to begin making their Federal Tax Deposits (FTDs) more quickly and accurately through EFTPS—Electronic Federal Tax Payment System. When they receive any Employer Identification Number (EIN) from the IRS, they will be pre-enrolled in EFTPS so they can make all their payments electronically, online or by the phone.

## **Q** How does Express Enrollment for New Businesses work?

**A.** Beginning in January 2004, all businesses issued a new EIN will be pre-enrolled in EFTPS to make all their federal tax payments if they will have federal tax obligations. In addition to receiving their EIN, they will also receive a separate mailing containing instructions for activating their EFTPS enrollment.

## **Q** Who can use Express Enrollment for New Businesses?

**A.** After January 1, 2004, all businesses requesting a new EIN that also indicate federal tax obligations and receive the EFTPS enrollment activation mailing (including their PIN), can use Express Enrollment for New Businesses.

## **Q** Can businesses still use FTD coupons?

**A.** The taxpayer will receive from the IRS its EIN, IRS Notice (CP 575) and one coupon. Thereafter taxpayers will have the option to order FTD coupons from the IRS if they wish to make additional payments by check, but that will require waiting 5-6 weeks for coupons to arrive by mail.

## **Q** How does this differ from regular EFTPS?

**A.** Usually taxpayers enroll in EFTPS by completing a paper enrollment Form 9779, or by going online ([www.eftps.gov](http://www.eftps.gov)) to enter their information. Once the taxpayer's enrollment information is received by EFTPS, it takes approximately two weeks to process. Express Enrollment completes the enrollment step in advance for new businesses with tax obligations. Once taxpayers activate their EFTPS enrollment, they can then make payments by phone. If they chose to obtain an Internet Password, they can also make payments online.

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## How do taxpayers activate their EFTPS enrollment?

**A.** Taxpayers receive instructions by mail shortly after receiving their EIN. They are instructed to follow these steps to activate their EFTPS enrollment:

1. Call the 800-number listed in their EFTPS PIN package. Follow the instructions they hear from the voice response system.

2. Enter their financial institution information (bank and account number)

3. Choose to have the bank verify that the account number entered is a valid number

NOTE: If taxpayers chose not to have their bank account number verified, they can begin making payments after all the activation steps have been completed by calling the EFTPS payment number. If they wish to have their account verified, it will delay making a payment by approximately six business days.

Taxpayers are responsible for the accuracy of the number they entered. If it is incorrect, their financial institution may return the payment and the taxpayer may incur an IRS penalty for late payment.

4. Authorize withdrawals of electronic payments from their account

5. Enter their phone number

6. Write down the EFTPS confirmation number

7. The voice response system will offer taxpayers the option of obtaining an Internet Password so they can make payments online

8. Within 7-10 days taxpayers will receive an EFTPS Confirmation/Update package by mail that contains a Confirmation/Update Form, an EFTPS Payment Instruction Booklet and an Internet Password Brochure

EFTPS dedicated Customer Service numbers are listed for taxpayers to call with any questions, 24 hours a day, 7 days a week: 1-800-555-4477 or 1-800-945-8400.



## Can taxpayers use the Internet right away to make payments?

**A.** Yes. Once taxpayers activate their enrollment and obtain an Internet password by phone, they can make payments immediately (online or by phone) if they chose not to have their bank account verified. If they chose to have their bank account number verified, they will need to wait an additional six business days for completion of the verification process.



## How will taxpayers know if their payments have been made?

**A.** For each payment made through EFTPS, the taxpayer receives an immediate acknowledgement number that can be used to track the payment and communicate with IRS. This acknowledgement number acts as a receipt for the payment. Taxpayers can go online or call EFTPS Customer Service to verify payments and review up to 16 months of their payment history.



## What if a business taxpayer chooses not to activate their EFTPS enrollment?

**A.** While the taxpayer has the option not to activate their EFTPS enrollment, EFTPS will periodically encourage taxpayers, via mail, to consider using EFTPS.



***EFTPS is the fast, accurate and secure payment system provided free by the U.S. Department of the Treasury.***



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