

ACH Debit Payment Method Authorization Agreement Instructions

Taxpayer Information

Business Name and Address

Enter the business name and address of the taxpayer.

Name, Email Address and Address of Contact Person

This is the individual the Department will contact should there be any questions about an EFT tax payment and to whom all correspondence about the EFT Program will be directed. Provide the contact person's name, phone number, email address, and title. If the contact person is not employed by the taxpayer, the fields Contact Business Name and Address must be provided if different from the taxpayer. (i.e., XYZ Payroll Service).

Federal Employer ID Number/Social Security Number

Enter the Federal Employer ID Number or the Social Security Number that was used to register your business with the North Carolina Department of Revenue.

Change of Information/Bank Change

If any information has changed since previously registering, such as the banking information or contact person, please complete a new authorization agreement with the updated information. Indicate the date the changes should take effect. Normally, bank changes require 2-3 business days to be processed before a payment can be made.

Account ID Number/NCDOR ID

Enter your Account ID or NCDOR ID number assigned to you by the North Carolina Department of Revenue.

Taxpayers remitting Corporate Estimated taxes or Insurance Premium Tax will enter the nine-digit Federal Employer ID Number after the two pre-filled zeros. For Motor Fuels Tax accounts, taxpayers will enter the eleven-digit Account ID Number. For all other taxes, enter the nine-digit Account ID/NCDOR ID Number after the two pre-filled zeros.

Tax Type

Fill in the circle for the appropriate tax type. If required, or requesting, to remit electronically for more than one tax type, a separate ACH Debit Payment Method Authorization Agreement is not required if the Account ID/NCDOR ID numbers are the same. However, if the Account ID/NCDOR ID numbers are different, a separate agreement is required.

General Instructions

Part 1. Select ACH Debit payment method

Notice the different tax types available for each payment method. Select one method for initiating your payments and indicate the tax type.

For the ACH Debit Touchtone and Voice payment methods, notice that Insurance Premium ONLY is available for these payment methods. Taxpayers registering for Touchtone and Voice payment methods will receive security information that enable them to access the Department's Touchtone and Voice Debit systems.

Batch is an online payment method that is designed for tax service providers and companies that transmit a batch of ten or more payments at a time (internet connection required). Enter the average number of payments to be transmitted at a time. If approved for this payment method, security information will be sent that will enable the batch of payments to be transmitted online.

Part 2. Entering Bank Information

- (1) Financial Institution Name - Enter the name of the Financial Institution to which ACH Debit transactions are presented.
- (2) Account Type - Indicate whether the account to be debited is a checking or a savings account.
- (3) Transit or Routing Number - Obtain the nine-digit Transit or Routing Number for ACH transactions from your financial institution.
- (4) Bank Account Number - Enter the bank account number to be debited.

Part 3. Authorized Signatures

The taxpayer and/or the individual authorized to act on behalf of the taxpayer regarding ACH tax payments must sign this Authorization Agreement. The 1st signature line is for authorization of the ACH Debit transactions. The 2nd signature line is for the taxpayer to certify that the listed Contact Person (if not employed by the taxpayer) is authorized to act on behalf of the taxpayer in regards to ACH Debit transactions for the tax type indicated.

Other Payment Methods

For your convenience, other electronic payment methods are available through our website at ncdor.gov. Bank Draft (ACH Debit), Debit or Credit Card (Visa or MasterCard) may also be used.

Taxpayers that wish to remit Streamlined Sales Tax by the ACH Debit payment method, may do so using the SSTP XML Payment Schema when submitting the Streamlined Simplified Electronic Return (SER) or separately. Both require the use of web services to submit XML Schema. Additional information about the Streamlined XML Schemas can be found on the website for the Streamlined Sales Tax Governing Board, Inc. at streamlinedsalestax.org by clicking on the SST Technology link.