NCDOR Web-Fill 6-20

EFT-100D
ACH Debit Payment Method Authorization Agreement

PRINT | CLEAR

Business Name *(First 30 Characters) (USE CAPITAL LETTERS FOR YOUR NAME AND ADDRESS)*

Address

City **State** **Zip Code** *(First 5 digits)*

Federal Employer ID Number

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Office Use Only

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Name of Contact Person **Contact Phone Number**

Title of Contact Person **Contact Fax Number**

Contact Business Name *(If different than above)*

Address *(If different than above)*

City **State** **Zip Code** *(First 5 digits)*

Social Security Number

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Fill in applicable circle:

- ○ Initial registration - mandatory participant
- ○ Initial registration - voluntary participant
- ○ Change of Information

(Effective Date: ________________)

Part 1. Select ACH Debit payment method and tax type *(Fill in applicable circle)*

○ Batch (must only be used to transmit 10 or more payments at a time). Note average number of payments to be transmitted per transmission ____________________ .

Tax types available for this method: *(Select tax type by filling in applicable circle)*:

- ○ Combined General Rate Sales and Use (Utility, Liquor, Gas, and Other)
- ○ Sales and Use
- ○ Alcoholic Beverage
- ○ Tobacco Products
- ○ Withholding

Enter your Account ID/NCDOR ID for the tax type selected

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(Federal Employer ID is required):

- ○ Corporate Estimated
- ○ Insurance Premium

○ Motor Fuels

Enter your Motor Fuels Account ID/NCDOR ID

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○ Touchtone ○ Voice

Tax type available for these methods: *(Select tax type by filling in applicable circle)*:

○ Insurance Premium

Enter your Account ID for the tax type selected

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Part 2. Enter Banking Information

1. Financial Institution Name

2. Account type *(Fill in applicable circle)*: ○ Checking ○ Savings

3. Transit or Routing Number

4. Bank Account Number

Part 3. Authorized Signatures

I authorize the North Carolina Department of Revenue to present debit entries for the bank account and the financial institution named above. Debit transactions will be presented only upon my express authorization and initiation and will pertain only to ACH payments that are initiated for the payment of North Carolina taxes.

I certify that the individual named above as the Contact Person (if not employed by my business) is authorized to act on my behalf in regards to ACH Debit transactions for the tax type indicated.

Authorized Signature

Title Date

Taxpayer Signature

Title Date

MAIL TO: Electronic Payments Unit, North Carolina Department of Revenue, P.O. Box 25000, Raleigh, North Carolina 27640-0001 or FAX TO: 919-733-3149

ACH Debit Payment Method Authorization Agreement Instructions

Taxpayer Information

Business Name and Address
Enter the business name and address of the taxpayer.

Name and Address of Contact Person
This is the individual the Department will contact should there be any question about an EFT tax payment and to whom all correspondence about the EFT Program will be directed. If this person is not employed by the taxpayer, then the Contact Business Name and Address must be noted (i.e.: XYZ Payroll Service).

Federal Employer ID Number/SSN number
If the business is a corporation, provide the Federal Employer ID Number. If the business is a sole proprietorship, provide the owner's Social Security Number.

Mandatory or Voluntary Participant
As a mandatory participant, you must participate in the Program until further notified.

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
The department has replaced some Tax Account ID numbers with a NCDOR ID number. If you have received a NCDOR ID please begin using it if applicable.

Taxpayers remitting Corporate Estimated taxes or Insurance Premium Tax will enter the nine digit Federal Employer ID Number after the 2 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 2 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, you must complete a separate ACH Debit Payment Method Authorization Agreement for each tax type.

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.

Batch is an online payment method that is designed for tax service providers and companies that transmit a batch of 10 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.

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.

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 www.ncdor.gov. Bank Draft (ACH Debit), Debit or Credit Card (Visa or MasterCard) may also be used to satisfy mandatory electronic payment requirements.

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 http://www.streamlinedsalestax.org by clicking on the SST Technology link.