



Electronic Payment Method for IRS: Payments Due with Business Tax Returns (Forms 1041)

NOTE: The Electronic Federal Tax Payment System (EFTPS) is provided free by the US Department of Revenue. After you have enrolled and received your credentials, you can pay any tax due to the IRS using this system.

For a new enrollment, it can be 5-7 business days before you receive your PIN in the mail and can schedule a payment. Please plan accordingly. Enrollment is also needed to make one-time payments, have the option to store payment information, view prior year tax return information, payment history, etc.

NOTE: Your tax payment is due regardless of the website's availability. You can always make a tax payment by calling the EFTPS voice response system at 1-800-555-3453. Follow the prompts to make your payment.

[Use this link to create and enroll in an EFTPS account.](#)

For Enrollment to make Payments:

- 1) Log on to EFTPS <https://www.eftps.gov/eftps/>
- 2) Select "Enroll"
 - Check the box to accept the Privacy Act and Paperwork Reduction Act.
 - Select the entity in which you would like to enroll (i.e. Business or Individual or Federal Agency)
 - Even though you are enrolling a trust you will still need to use the Business category
 - Enter the following information for Business:
 - Business Information
 - Enter the EIN for Business, Business Name, Trustee phone number

The screenshot shows the EFTPS enrollment process. The top navigation bar includes 'HOME', 'ENROLLMENT', 'MY PROFILE', 'PAYMENTS', 'HELP & INFORMATION', 'CONTACT US', and 'LOGIN'. The 'ENROLLMENT' section is active, showing a progress bar with steps: 1 Start, 2 Enroll (current), 3 Review, and 4 Complete. Below the progress bar, there is a 'Select ? for more information.' prompt. A red warning message states: 'Stop! If you used a coupon in the past two years or if your business is less than a year old, you are pre-enrolled in EFTPS. Please locate the four-digit Personal Identification Number (PIN) that was mailed to you and call 800.555.3453 to activate your enrollment. You'll need your banking information to do so. If you can't find your PIN and have not already completed your enrollment, call 888.434.7338 and your PIN will be given to you. If you choose instead to create a new enrollment in EFTPS by completing the form on this page, it will be five to seven business days before you receive your PIN in the mail and can schedule a payment.' Below this is a 'Business information' section with the following fields: 'EIN: Employer Identification Number ?' (text input), 'Business name ?' (text input), 'Business U.S. phone' (text input), and 'Business international phone' (text input).

- Contact information

- Enter the Trustee’s name, country, address, US phone number and/or international phone number

- Financial Information
 - Under Payment Options, select “Authorize a transaction yourself” and enter the bank information, including routing number, account number and account type (Checking or Savings)

- You also have the option to “Have your Financial Institution initiate your transaction.” We recommend that you check with your financial institution first to ensure that this service is available and what fees you may be charged.
- Select “Review.”
 - **Note:** If you choose instead to create a new enrollment in EFTPS by completing the form on the webpage, it will **be five to seven business days before you receive your PIN in the mail and then can schedule a payment once you receive your PIN.**

3) Review Your Enrolment

- Review and verify that your business information, contact information and financial payment information is accurate.
- Under Authorization, review the Authorization agreement
- Complete your Electronic Signature, EIN and accept the Authorization Agreement
- Select “Complete”

4) Complete

- You should receive your 4-digit PIN in the mail in 5-7 business days

- **Recommended:** Enter in your email address to receive notifications then select

“Continue.”

- **Recommended:** Print your Enrollment Confirmation and/or confirm you received an email confirmation.

5) Additional Notes:

- Please locate your 4-digit PIN (that was mailed to you) and call 800-555-3453 to activate your enrollment.
- **Note:** If you cannot find your 4-digit PIN and have not yet completed your enrollment, call 888-434-7338 and your PIN will be given to you.