

ACH Tax Payments

Cash Management → Transactions → ACH Tax Payments

The ACH Tax Payments screen displays a list of tax payment items including the company, account, amount to debit, and the date the taxes are due.

ACH Tax Payments					
Company	Account	Amount	Due Date	Status	Tax Payment Options
Brooke's Bakery	Charles Checking	\$10.00	12/23/2016	Active	New Tax Payment

Create New Tax Payment

Cash Management → Transactions → ACH Tax Payments → New Tax Payment

Create New Tax Payment									
*Company	ABC Company	*Description							
*Account	CHECKING Charles Checking Balance=\$152,442.69	*Pay Type	Designated Payment of Interest						
*Tax Form	11-C	*Due date:	12/23/2016						
Disc Data		*Period End:	2/28/2017						
<table border="1"> <thead> <tr> <th colspan="3">Tax Payment Amounts</th> </tr> </thead> <tbody> <tr> <td>*Type</td> <td>0111</td> <td>*Amount \$ 250.00</td> </tr> </tbody> </table>				Tax Payment Amounts			*Type	0111	*Amount \$ 250.00
Tax Payment Amounts									
*Type	0111	*Amount \$ 250.00							
			Tax Payment Options <input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>						

Company Company the transaction is associated with.

Description Description regarding the transaction.

Account Account or share used for the transaction.

Tax Form Tax form to which the tax payment applies.

Pay Type Type of tax payment. *Options are:*

- Payment Due on a Return or an IRS Notice
- Estimated Payment
- Payment Due on an extension
- Federal Tax Deposit
- Advanced Payment of Deficiency
- Deficiency Assessed by IRS
- Designated Payment of Interest
- Designated Payment of Penalty
- Designated Payment of Fees
- Cash Bond Payment

Disc Data	Optional field that can be used to enter additional text that will be sent with this transaction. <i>Limited to 20 characters.</i>
Due Date	Date the tax payment is due.
Period End	Date the tax payment is paid through.

To create a new tax payment:

1. Click *New Tax Payment*.
2. Select a company, account or share, tax form, and pay type.
3. Enter a description.
4. Enter the disc data, if applicable.
5. Enter the due date.
6. Enter the period end date.
7. Enter the amount.
8. Click *Save Changes*.