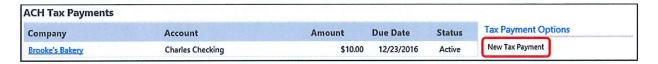
# **ACH Tax Payments**

### 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.



## **Create New Tax Payment**

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

Disc Data *Due date: 12/23/2016 IIII	
*Tax Form 11-C *Pay Type Designated Payment of Interest *Due date: 12/23/2016	
*Period End:   2/28/2017	
*Period End:   2/28/2017   IIII	

**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. Limited to 20 characters.

**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.