ACH Tax Payment Instructions

Create a Tax Batch

1. Sign on to Business Online Banking
2. Select ACH Admin from the "Select a Group" drop-down box
3. Click on the Batches tab
4. Highlight the appropriate Company ID
5. In the batches box on the right type a code (Example: FedTax) in the Code box and then type a longer more descriptive name in the Name box
6. Click Add
7. Enter a Company Entry Description (Example: TaxPayment)
8. Select CCD+CO-CCD w/Addenda Credits from the Transaction Type Drop-down box
9. Select the Offset account from the drop-down box
10. If you want to create an initial prenote leave a check mark in the Create Prenote box, otherwise remove the checkmark by clicking on it
11. Click Add Batch
12. Click OK when the message appears informing you that the batch has been created
13. Click Find/Refresh in the Batches box on the right. Your batches will appear in the box
14. Highlight the batch you want to work with
15. Click Add Entries
16. Click Display Entries
17. A message will appear stating that no transactions match your criteria.
18. Click OK
19. Locate the appropriate tax form by clicking on the Addenda Input Screen drop-down box
20. Enter your Federal or State ID number
21. Enter the Name of the Entity your are paying (Example: IRS or SC Dept of Revenue)
22. Enter the ABA/Routing #
23. Enter the Account Number
24. Account Type should say Checking
25. Enter 0.00 in the Amount field
26. Click Add Addenda
27. The screen that comes up will vary depending on the Tax Form/type that you chose
28. An example of a common tax form is 941. Using this example you would:
29. Select the Tax Type
30. Enter the Tax Period End Date
31. Type 0.00 in all of the amount fields
32. These fields will vary depending on the Tax Type but always enter 0.00 at this point
33. Click Save
34. Click Add Entry
35. If you scroll to the bottom of the screen you will see the tax payment you have created

Update and Activate a Tax Batch

36. Select ACH from the Select-a-Group drop-down box
37. Click on the ACH Batch Activation Tab
38. Select the appropriate Company ID (if you just have one Company ID it may automatically take you to Step 39) and click Display Available Batches
39. Verify the Effective Entry Date (this is the date that the tax entity will receive your payment)
40. Click on the red arrow under Review/Update

41. Click Update Entries
42. Scroll down the screen and click Edit Addenda
43. Select the appropriate Tax Type
44. Enter the correct Tax Period End Date
45. Type the correct Tax Amounts
46. Click Save
47. Verify that the amount is correct. This should be a total of the amounts you entered on the ACH Addenda Input Screen
48. Click Submit Changes
49. Verify the Effective Entry Date (this is the date that the tax entity will receive your payment)
50. Verify that it says "Update" under the Status column
51. Click the Select box to place a check mark by the batch you wish to activate
52. Click Activate Selections
53. Print the confirmation screen
54. Do NOT click Continue at the bottom of the confirmation page

Approve a Tax Batch

55. Click the ACH Batch Approval Tab
56. Verify the Effective Entry Date
57. Verify the dollar totals
58. Click the Select box to place a checkmark by the batch you wish to approve
59. Click Approve Selections
60. Print the confirmation screen for your records