

ACH Credit Payment Method Authorization Agreement Instructions

Taxpayer Information

Business Name and Address

Enter the business name and address of the taxpayer.

Name, Email Address and Address of Contact Person

This is the individual the Department will contact should there be any questions about an EFT tax payment and to whom all correspondence about the EFT Program will be directed. Provide the contact person's name, phone number, email address, and title. If the contact person is not employed by the taxpayer, the fields Contact Business Name and Address must be provided if different from the taxpayer. (i.e., XYZ Payroll Service).

Federal Employer ID Number/Social Security Number

Enter the Federal Employer ID Number or the Social Security Number that was used to register your business with the North Carolina Department of Revenue.

Change of Information

If any information has changed since previously registering, such as the business name, contact person, or Account ID, please complete a new authorization agreement with the updated information. Indicate the date the changes should take effect. Normally, changes require 2-3 business days to be processed before becoming effective.

Tax Type

Fill in the circle for the appropriate tax type. If required, or requesting, to remit electronically for more than one tax type, a separate ACH Credit Payment Method Authorization Agreement is not required if the Account ID/NCDOR ID numbers are the same. However, if the Account ID/NCDOR ID numbers are different, a separate agreement is required.

Account ID Number/NCDOR ID

Enter your Account ID or NCDOR ID number assigned to you by the North Carolina Department of Revenue.

If your tax type requires an Account ID/NCDOR ID, please enter it in the boxes after the two pre-filled zeros next to the appropriate tax type selection. Streamlined Sales and Use should register and pay using the Streamlined Sales and Use section by entering the Streamlined Sales account ID.

General Instructions

ACH Credit Payment Method

To make payments by ACH Credit, first contact your financial institution to confirm they offer ACH Credit origination services. After registering with the Department for the ACH Credit method (by submitting a completed ACH Credit Payment Method Authorization Agreement), please review the ACH Credit Instructions and Guidelines on our website ncdor.gov/documents/ach-credit-instructions-and-guidelines.

Authorized Signature

An individual authorized to act on behalf of the taxpayer in regards to ACH Credit payment transactions must sign this Authorization Agreement. Generally, this is the person with the authority to sign a tax return.

Other Payment Methods

For your convenience, other electronic payment methods are available through our website at ncdor.gov. Bank Draft (ACH Debit), Debit or Credit Card (Visa or MasterCard) may also be used.

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 streamlinedsalestax.org by clicking on the SST Technology link.