

EFT-100D

ACH Debit Payment Method Authorization Agreement

Business Name (First 40 Characters) (USE CAPITAL LETTERS FOR YOUR NAME AND ADDRESS)			Federal Employer ID Number	
Address			Office Use Only <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	
City	State	Zip Code (First 5 digits)		
Name of Contact Person			Social Security Number	
Contact Phone Number				
Contact Email Address			Fill in applicable circle: <input type="radio"/> Initial Registration <input type="radio"/> Change of Information (Effective Date: _____)	
Title of Contact Person				
Contact Business Name (If different than above)				
Address (If different than above)				
City	State	Zip Code (First 5 digits)		

Part 1. Select ACH Debit Payment Method and Tax Type (Fill in applicable circle)

<input type="radio"/> Touchtone <input type="radio"/> Voice	Tax type available for these methods: (Select tax type by filling in applicable circle): Enter your Account ID for the tax type selected <div style="border: 1px solid black; width: 40px; height: 20px; text-align: center; margin: 0 auto;">00</div>
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<input type="radio"/> Batch (must only be used to transmit ten or more payments at a time). Note average number of payments to be transmitted per transmission _____	
Tax types available for this method: (Select tax type by filling in applicable circle): <input type="radio"/> Combined General Rate Sales and Use (Utility, Liquor, Gas, and Other) <input type="radio"/> Sales and Use <input type="radio"/> Alcoholic Beverage <input type="radio"/> Tobacco Products <input type="radio"/> Withholding	Enter your Account ID/NC DOR ID for the tax type selected <div style="border: 1px solid black; width: 40px; height: 20px; text-align: center; margin: 0 auto;">00</div>

(Federal Employer ID Number is required): <input type="radio"/> Corporate Estimated <input type="radio"/> Insurance Premium	Enter your Motor Fuels Account ID/NC DOR ID <input type="radio"/> Motor Fuels
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Part 2. Enter Banking Information

1. Financial Institution Name
2. Account Type (Fill in applicable circle): ☐ Checking ☐ Savings
3. Transit or Routing Number 4. Bank Account Number

Part 3. Authorized Signatures

I authorize the North Carolina Department of Revenue to present debit entries for the bank account and the financial institution named above. Debit transactions will be presented only upon my express authorization and initiation and will pertain only to ACH payments that are initiated for the payment of North Carolina taxes.

I certify that the individual named above as the Contact Person (if not employed by my business) is authorized to act on my behalf in regards to ACH Debit transactions for the tax type indicated.

Authorized Signature Required

Taxpayer Signature

Title

Date

Title

Date

ACH Debit 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/Bank Change

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

Account ID Number/NCDOR ID

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

Taxpayers remitting Corporate Estimated taxes or Insurance Premium Tax will enter the nine-digit Federal Employer ID Number after the two pre-filled zeros. For Motor Fuels Tax accounts, taxpayers will enter the eleven-digit Account ID Number. For all other taxes, enter the nine-digit Account ID/NCDOR ID Number after the two pre-filled zeros.

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 Debit 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.

General Instructions

Part 1. Select ACH Debit payment method

Notice the different tax types available for each payment method. Select one method for initiating your payments and indicate the tax type.

For the ACH Debit Touchtone and Voice payment methods, notice that Insurance Premium ONLY is available for these payment methods. Taxpayers registering for Touchtone and Voice payment methods will receive security information that enable them to access the Department's Touchtone and Voice Debit systems.

Batch is an online payment method that is designed for tax service providers and companies that transmit a batch of ten or more payments at a time (internet connection required). Enter the average number of payments to be transmitted at a time. If approved for this payment method, security information will be sent that will enable the batch of payments to be transmitted online.

Part 2. Entering Bank Information

- (1) Financial Institution Name - Enter the name of the Financial Institution to which ACH Debit transactions are presented.
- (2) Account Type - Indicate whether the account to be debited is a checking or a savings account.
- (3) Transit or Routing Number - Obtain the nine-digit Transit or Routing Number for ACH transactions from your financial institution.
- (4) Bank Account Number - Enter the bank account number to be debited.

Part 3. Authorized Signatures

The taxpayer and/or the individual authorized to act on behalf of the taxpayer regarding ACH tax payments must sign this Authorization Agreement. The 1st signature line is for authorization of the ACH Debit transactions. The 2nd signature line is for the taxpayer to certify that the listed Contact Person (if not employed by the taxpayer) is authorized to act on behalf of the taxpayer in regards to ACH Debit transactions for the tax type indicated.

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.