

Quick Reference Guide Create US Federal Tax Payment via Webster Web-Link[®]

This guide will instruct you how to initiate a US Federal Tax payment.

The US Federal Tax Payment feature is located under Payments in the top navigation bar on Web-Link.

Treasury DashboardAccountsPaymentsFraud ControlCheck ServicesFile ServicesToolsAdministration

Depending on your entitlements, the top navigation bar may appear different, e.g. Home instead of Treasury Dashboard.

Create a US Federal Tax Payment:

Payments > Create Wire Payment > US Federal Tax Payment

To set up a new US Federal Tax Payment, you must enter the Dollar amount and Form details of the payment.

1.Enter Payment Information:

- Debit Account Select your account from which the payment will be made
- **Debit Amount** Enter amount of the tax payment which includes the following:

o **Tax/Interest/Penalty** – Enter a tax amount (required) and optionally include interest and penalty amounts o **Subcategory Forms 720, 941, CT-1**

- **720 Tax Form** – Access to entry screen for 720 tax form information, including Tax Type Code, Abstract Number, and Amount of each abstract number

- 741 Tax Form – Access to entry screen for 941 tax form information, including Tax Type Code, Abstract Number, and Amount of each abstract number

- **CT-1 Tax Form** – Access to entry screen for CT-1 tax form information, including Tax Type Code, Abstract Number, and Amount of each abstract number

- Value Date Click calendar icon and select payment date
- Sender's Reference Optional field

Payment Information Acct Nidname - Acct Number - Currency Debit Account * Side: a Date: Account Annount * Tax/Interest/Penalty Tax Interest Penalty Subcategory Forms 720, 941, CT-1 Value Date * 12/11/2011 Sender's Reference Tax Type Code * Tax Year * Tax Honth * Abstract Number (TIN) * Out of the control * CT-1 Tax Form Taxpayer Name Control * Address		Required
Debit Account * Select a Dabit Account Amount * @ Tax/interest/Penalty Tax Interest Penalty Subcategory Forms 720, 941, CT-1 Value Date * 12/13/2011 Sender's Reference Tax Type Code * Tax Year * Abstract Humber Annount * Tax Year * Abstract Humber Annount Off Taxpayer Information Tax Year * Abstract Humber Annount Off Taxpayer Information Tax Year * Abstract Humber Annount Off Taxpayer Information	 Payment Information 	
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Taxpayer Name Control CT-1 Tax Form	Tax Type Code *	720 Tax Form
Taxpayer Name *		Abstract number Amount Abstract Number
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2. Enter Your Taxpayer Information:

Taxpayer Information	
Tax Type Code *	
Tax Year *	
Tax Month *	
Faxpayer Identification Number (TIN) *	
Taxpayer Name Control *	
Taxpayer Name *	
Address	
Address Line 2	
Address Line 3	

- **Tax Type Code** Five-character alphanumeric code corresponding to a specific tax form number and type of payment
- Tax Year Two-digit valid tax year
- Tax Month Two-digit valid tax month
- Taxpayer Identification Number (TIN) Nine-digit number assigned by the IRS
- Taxpayer Name Name of the business for which the taxes are being paid
- Address, Address Line 2, Address Line 3 Address (Street, City, State, Zip) of Taxpayer above

3. Entering Payment Routing Information

• The Federal Reserve Bank routing instructions are hardcoded on the screen as shown below:

- Routing Information		
Recipient Name	IRS	
Recipient ID Type	Account Number	
Recipient ID	20092900	
Intermediary Bank Name	Federal Reserve Bank of Minneapolis	
Intermediary Bank ID Type	ABA	
Intermediary Bank ID	091036164	

4. Select Your Options - Workflow

- Save as template Optional Checkbox
- Approve on submit Checkbox will display only if you are entitled to approve your own wires. If selected, the wire is approved and released for processing in one step

- Options		
	Workflow	Save as template Approve on submit
		Continue <u>Cancel</u>

5. Click continue to submit the payment and save as a template if selected

Updated 06/14/2018

If you have any questions, contact your Client Support Specialist.