

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 | |
| Tax Interest Penalty Subcategory Forms 720, 541, CT-1 Value Date * 12/13/2011 Sender's Reference Tax Type Code * Tax Type Code * Tax Year * Tax Hoath * Abstract Number Amount Abstract Number Amount Abstract Number Amount Abstract Number Amount Abstract Number Amount Abstract Number Amount CT-1 Tax Form Taxpayer Name Control * Taxpayer Name Control * | | |
| Sender's Reference Taxpayer Information Tax Type Code * Tax Year * Tax Plonth * Tax Plonth * Copeyer Identification Number (TIN) * Tapayer Name Control * Taxpayer Name Control * Copeyer Name * | | Tax Interest Penalty © Subcategory Forms 720, 941, CT-1 |
| Taxpayer Information Subcategory Forms 720, 941, CT-1 Tex Type Code * Subcategory Forms 720, 941, CT-1 * Tax Year * Abstract liumber Amount Abstract liumber Amount Abstract liumber Amount Abstract liumber Amount Supeyer Identification liumber (TIII) * O41 Tax Form Taxpayer Name Control * CT-1 Tax Form | Sender's Reference | |
| Tax Year * Abstract liumber Amount Amount Abstract liumber Amount Amount Abstract liumber Amount Amount Abstract liumber Amount Abstract liumber Amount Abstract liumber Amount Abstract liumber A | Taxpayer Information | |
| Taxpayer Name Control CT-1 Tax Form | Tax Type Code * | 720 Tax Form |
| Taxpayer Name * | | Abstract number Amount Abstract Number |
| | Tax Honth • xpayer Identification Number (TIN) * | Abstract number Amount Abstract lumber Amount Ottax Form |

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.