WebsterBank®

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 Dashboard | Accounts | Payments | Fraud Control | Check Services | File Services | Tools | Administration |

Depending on your entitlements, the top navigation bar may appear different, e.g. Home instead of Treasury Dashboard.
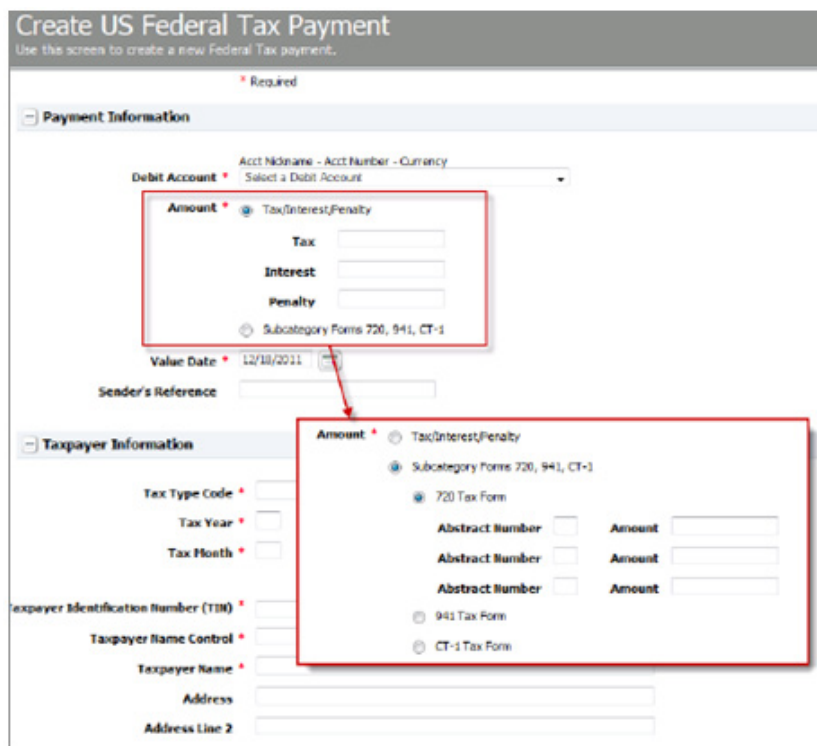
Create a US Federal Tax Payment:

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:
  - **Tax/Interest/Penalty** – Enter a tax amount (required) and optionally include interest and penalty amounts
  - **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

2. Enter Your Taxpayer Information:

- **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:

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

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

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