



e-Treasury/Web-Link Migration ACH Tax Payment Comparison

User Options & Report Differences

July 6, 2023





Table of Contents

Overview	3
Tax Payments Summary	3
e-Treasury: ACH Tax Payments	4



Overview

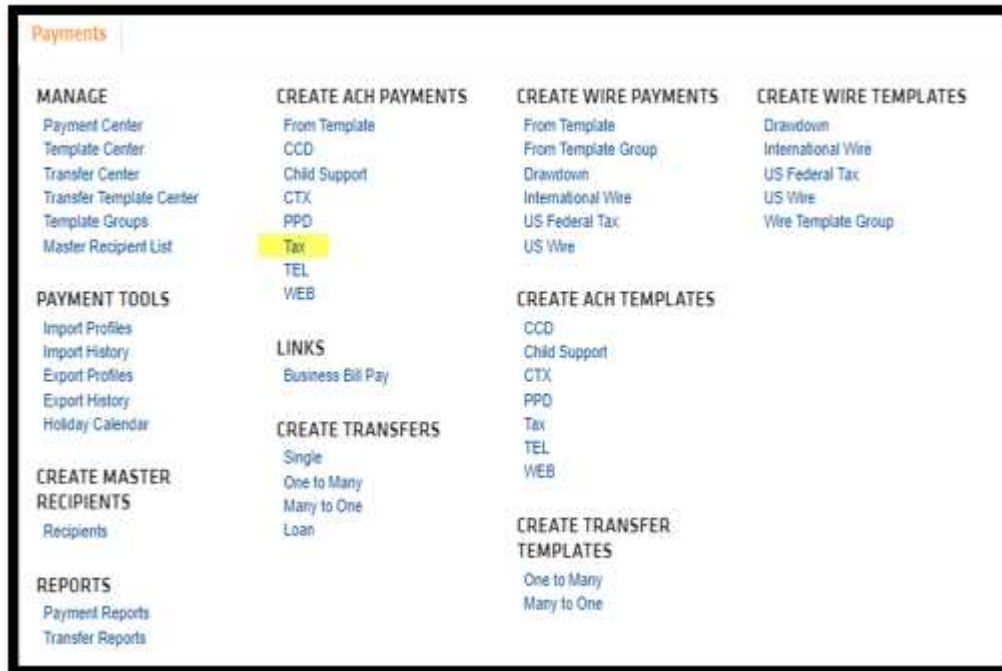
To facilitate the migration of Webster clients to e-Treasury, this document details differences between Web-Link's ACH Tax function and e-Treasury's Tax Payments function. Illustrations include user options within this feature.

Tax Payments Summary

This feature allows the creation of Tax Payments as live ACH batches. Payments may be initiated from either existing templates or free-form entry without a template. Free-form and template-based batches may be created for next available or future processing days.

During the creation or editing of a batch, the system saves a draft every 20 seconds and displays a notification banner alerting the user of this action. Should the session time out or the web page close while creating a tax batch, auto-saved drafts can be found at the bottom of the Tax Entry screen.

Web-Link's ACH Tax Payments is the equivalent of e-Treasury's ACH Tax Payments.





e-Treasury: ACH Tax Payments

In order to route your tax payment to the correct place, a Division must first be added. An Admin will set up the Divisions needed to create an ACH Tax Payment. Click on the Administration menu, select the Administration option, then click Payments.

The screenshot shows the e-Treasury interface with the 'ADMINISTRATION' menu open. The 'Payments' option is highlighted. Below the menu, a table displays account information for 'My Favorites'.

Account Number	Total Float	Hold Amount	Current Available Balance	Current Ledger Balance
Number of Accounts: 3				
*41402 wb routing	0.00	0.00	41.60	42.72
*32456 COMMERCIAL CXG W ANALYSIS	0.00	0.00	273.22	274.30
*29458 COMMERCIAL CXG W ANALYSIS	0.00	0.00	15.01	16.11

On the left ACH Payments tab, click Edit next to the selected Company.

The screenshot shows the 'Company Payment Settings' page for 'Jenns Company (LWEBTEST)'. The 'ACH Payments' tab is selected. A table lists ACH Companies with columns for Enabled, Name, Company ID, and Memo. The 'Edit' button is highlighted for the selected company.

Enabled	Name	Company ID	Memo
<input checked="" type="checkbox"/>	Test Kirchman	2112233455	
<input checked="" type="checkbox"/>	Test Kirchman UB	1112233455	



Enter the required criteria, scroll to the bottom of the page and click on Add a Division.

Default User Limits

Total Daily Batch Count (Credit) * Limit: <input type="text" value="200"/> Max: 200	Total Daily Batch Count (Debit) * Limit: <input type="text" value="200"/> Max: 200
Total Daily Transaction Amount (Credit) * Limit: <input type="text" value="200.00"/> Max: \$200.00	Total Daily Transaction Amount (Debit) * Limit: <input type="text" value="200.00"/> Max: \$200.00
Single Batch Amount (Credit) * Limit: <input type="text" value="200.00"/> Max: \$200.00	Single Batch Amount (Debit) * Limit: <input type="text" value="200.00"/> Max: \$200.00
Single Batch Entry Amount (Credit) * Limit: <input type="text" value="200.00"/> Max: \$200.00	Single Batch Entry Amount (Debit) * Limit: <input type="text" value="200.00"/> Max: \$200.00

Single Batch Entry Amount

Require 1 approver(s) above

Require 2 approver(s) above

Default Debit/Credit Entry Settings

Eligible Credit SEC Codes [All](#) / [None](#)

<input checked="" type="checkbox"/> Individual (PPD)	<input checked="" type="checkbox"/> Extended Addenda (CTX)
<input checked="" type="checkbox"/> Payroll (PPD)	<input checked="" type="checkbox"/> Child Support (CCD+DED)
<input checked="" type="checkbox"/> Business Tax Payment (CCD+TXP)	<input checked="" type="checkbox"/> Business (CCD)
<input checked="" type="checkbox"/> Customer Initiated Entry (CIE)	

Eligible Debit SEC Codes [All](#) / [None](#)

<input checked="" type="checkbox"/> Physical Auth (PPD)	<input checked="" type="checkbox"/> Extended Addenda (CTX)
<input checked="" type="checkbox"/> Telephone Auth (TEL)	<input checked="" type="checkbox"/> Internet Auth (WEB)
<input checked="" type="checkbox"/> Business (CCD)	

Allow Mixed Batches

Default Confidential Batch Settings

Allow Confidential Batches

Tax Payments

Division	Agency	Tax ID	
<input type="button" value="X"/> Connecticut	Connecticut	123456789	<input type="button" value="Edit"/>

Name the Tax Division. (Tax Division is used to group your tax payments into a single payment). Then enter:

- Agency - using the drop-down search
- Tax ID - as it appears on the company's tax returns
- Tax Payer Name - as it appears on the company's tax returns. This field is required, you will receive an error if left empty.
- Pre-Note Status - Select this option to send a Pre-note if one has never been sent to this Agency. Or, if you have previously sent a Pre-note, you can review the Pre-note date.

Additional Tax ID's can be added to an agency by clicking Add Tax ID Row.

Click Save and Close to complete or Save and Continue to add another Division.

Continue to press the Save button in the following windows until completed.



Division ✕

Company Division Name _____

* What should this taxable division of the company be named?

JenniCakes LLC Tax Test

Company Division Tax IDs

* Agency	* Tax ID	Tax Payer Name	Verification Phrase	Prenote Status
<input type="checkbox"/> Connecticut	129688888	JenniCakes, LLC	<input type="text"/>	Send Prenote

To create the payment or a Tax Template choose Tax Payments under the Payments & Transfers tab.

DASHBOARD ACCOUNT INFORMATION PAYMENTS & TRANSFERS CONTROL & RECON SFT TOOLS ADMINISTRATION MY SETTINGS

Company Details : Jenns Com

Jenns Company (LWEBTEST) -

- Accounts
- Services

Users

- Barbara Hart (Barb) Administrator
- Jennifer Labriola (Jenn) Administrator
- Kristy Murphy (Kirsty) Administrator
- Paige King (pking) Administrator
- Stephen Lorgeree (Stephen)

Payment Activity

- ACH Payments
- Wire Transfer
- Account Transfer
- Payee Maintenance
- Import Maintenance
- Integrated Payables Import
- Tax Payments
- Remote Deposit Capture

Accounts Payments Resend Actions

Administration *

- Operations
- Audit Service
- Token Administration

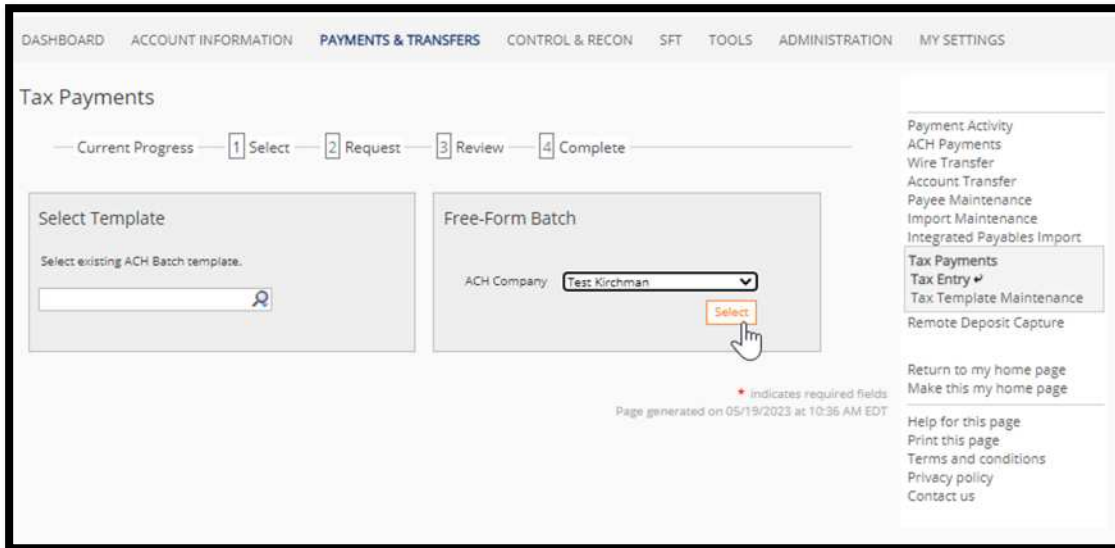
Return to my home page
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* indicates required fields
Page generated on 05/19/2023 at 12:59 PM EDT



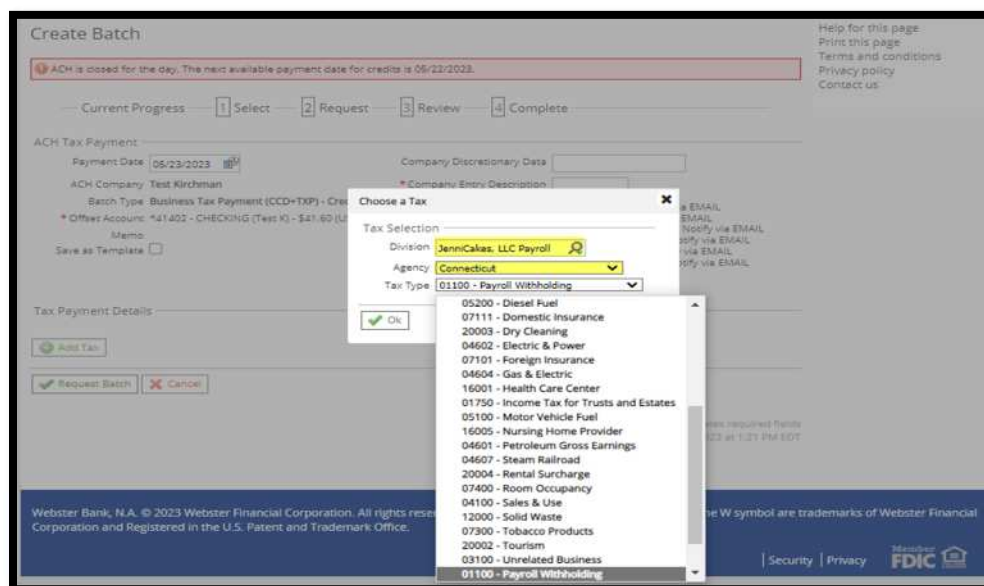
To create the payment, choose Free-Form Batch and use the dropdown to choose the ACH Company you want to create the payment from and click on Select.



Click on Add Tax. Under the Division, use the drop-down lookup to select a previously created Division. The Agency will automatically populate information entered when the Tax Division was created.

Enter the Tax Type using the drop-down (this will change depending on the Agency chosen when the Tax Division was created). Press OK upon completion.

Some tax types may not be available. If not listed in the drop-down, please pay directly to the tax authority and notify your TM service contact to request the addition of the tax type in a future release.





Complete the following fields:

- Company Entry Description (a brief description of the payment, for example, TAX PYMT).
- Tax Period
- Tax Amount

Add more tax payments to this batch by clicking Add Tax.



It is recommended to save this as a template for later use by clicking the Save as Template box and providing a Template name.

Click on Request Batch and then Confirm.

Create Batch

Current Progress: 1 Select — 2 Request — 3 Review — 4 Complete

ACH Tax Payment

Payment Date: 05/23/2023
ACH Company: Test Kirchman
Batch Type: Business Tax Payment (CCD+TXP) - Credit Only
* Offset Account: *41402 - CHECKING (Test K) - \$41.60 (USD)
Memo:
Save as Template:

Company Discretionary Data:
* Company Entry Description: TAX

[Notify Me](#)

Pending Actions: Notify via EMAIL
System Events: Notify via EMAIL
Complete - Unsuccessful: Notify via EMAIL
Complete - Successful: Notify via EMAIL
Early Action Taken: Notify via EMAIL
Early Action Removed: Notify via EMAIL
Expired: Notify via EMAIL

Tax Payment Details

JenniCakes, LLC Payroll

Tax Type Description	Tax ID	* Tax Period	* Amounts
Connecticut - Payroll Withholding Tax Type: 01100	*88888	Date: 05/19/2023	Tax: 1000.00
Total			\$1,000.00

Kentucky

Tax Type Description	Tax ID	* Tax Period	* Amounts
Kentucky - Withholding Tax Tax Type: 011	*88888	Date: 05/19/2023	Interest: 100.00 Penalty: 0 Tax: 1000.00
Total			\$1,100.00



To create the payment from an existing template, choose your template from the drop-down list.

Tax Payments

Current Progress: 1 Select 2 Request 3 Review 4 Complete

Select Template

Select existing ACH Batch template.

Jenns Tax Template

Free-Form Batch

ACH Company [Dropdown]

Select

* Indicates required fields
Page generated on 05/20/2023 at 11:56 AM EDT

Payment Activity
ACH Payments
Wire Transfer
Account Transfer
Payee Maintenance
Import Maintenance
Integrated Payables Import

Tax Payments
Tax Entry
Tax Template Maintenance
Remote Deposit Capture

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Enter the required information, including Payment Date, Company Entry Description and Tax Period. Then click Request Batch.

Create Batch

⚠️ ACH is closed for today. The next available payment date for credits is 05/22/2023.

Current Progress: 1 Select 2 Request 3 Review 4 Complete

ACH Tax Payment

Payment Date: 05/23/2023

ACH Company: Test Kirchman

Batch Type: Business Tax Payment (CCD+TXP) - Credit Only

* Offset Account: +41402 - CHECKING (Test K) - \$40.48 (USD)

Memo

Company Discretionary Data

* Company Entry Description: TAX

[Notify Me](#)

Pending Actions: Notify via EMAIL
System Events: Notify via EMAIL
Complete - Unsuccessful: Notify via EMAIL
Complete - Successful: Notify via EMAIL
Early Action Taken: Notify via EMAIL
Early Action Removed: Notify via EMAIL
Expired: Notify via EMAIL

Tax Payment Details

JenniCakes, LLC Payroll

Exclude	Tax Type Description	Tax ID	* Tax Period	* Amounts
<input type="checkbox"/>	Connecticut - Payroll Withholding Tax Type: 01100	+88888	Date: 05/02/2023	Tax: 0.10
Totals				\$0.10

[Add Tax](#)

[Request Batch](#) [Cancel](#)



Review the Batch and click Confirm.

Review Batch

Due to the amount entered, this transaction will require 1 approval(s).

Current Progress: 1 Select — 2 Request — 3 Review — 4 Complete

ACH Batch

Recurring Frequency: One-Time Payment
 Template Name: Jennis Tax Template
 Batch Type: Business Tax Payment (CCD-TXP) - Credit Only
 ACH Company: Test Kirchman(2112233455)
 Offset Account: *41402 - CHECKING (Test K) - Sterling National Bank (221970443)
 Memo
 Total Credits: \$0.10 (1)
 Company Entry Description: TAX
 Payment Date: 05/23/2023
 Notify Initiator Options: Pending Actions: Notify via EMAIL
 System Events: Notify via EMAIL
 Complete - Unsuccessful: Notify via EMAIL
 Complete - Successful: Notify via EMAIL
 Early Action Taken: Notify via EMAIL
 Early Action Removed: Notify via EMAIL
 Expired: Notify via EMAIL

JenniCakes, LLC Payroll

Tax Type Description	Tax ID	Tax Period	Amounts
Connecticut - Payroll Withholding Bank ID: 011900445 Account: *73142 Tax Type: 01100	*88888	May 02, 2023	Tax \$0.10
Totals			\$0.10

Available Tax payments Supported:

e-Treasury – ACH Credit State Tax Payments Supported			
Alabama	Indiana	Missouri	South Carolina
Arizona	Iowa	Montana	South Dakota
Arkansas	Kansas	Nebraska	Tennessee
California	Kentucky	Nevada	Texas
Colorado	Louisiana	New Jersey	Utah
Connecticut	Louisiana UI	New Mexico	Vermont
District of Columbia	Maine	North Carolina	Virginia
Federal	Massachusetts DOR	North Dakota	Washington
Florida	Mass DOR WP	Ohio	West Virginia
Georgia	Michigan	Oklahoma	Wisconsin
Hawaii	Michigan HICA	Oregon	Wyoming
Idaho	Minnesota	Pennsylvania	
Illinois	Mississippi	Rhode Island DOR	



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