



EFT-1 Authorization Agreement for Certain Electronic Payments

Read this information first: Complete this form **ONLY** if you 1) want to pay amounts owed to the Illinois Department of Revenue using ACH credit; pay-by-phone debit; direct file debit for telecommunications, tobacco, and liquor; or cigarette tax stamp purchase debit; or 2) are changing previously submitted information about one of the methods of payment listed above. **Note:** For most taxes, electronic payments can be made easily on our website at tax.illinois.gov using MyTax Illinois (**do not** complete Form EFT-1 if you pay using MyTax Illinois).

Step 1: Complete the following information

- 1 Check the payment method you wish to use (or wish to update).
 - a ACH credit
 - b Pay-by-phone debit
 - c Direct file debit for telecommunications, tobacco, and liquor
 - d Cigarette tax stamp purchase debit (required method for RC-1-A)
- 2 Check the reason you are completing this form.
 - Initial set up (Check this box and skip to Step 2.)
 - Change to previously submitted information
- 3 If a change, write the effective date. ____/____/____
- 4 Explain the change: _____

Step 2: Identify yourself

- 5 _____
Taxpayer's name
- 6 _____
Address

City State ZIP
- 7 _____ - _____
Federal employer identification number (FEIN)
- 8 _____ - _____ - _____
Social Security number (SSN)

Step 3: Complete designated agent or contact person information

- 9 _____
Designated agent's or contact person's name
- 10 _____
Address

City State ZIP
- 11 (____) _____ (____) _____
Telephone Fax
- 12 _____
Email address
- 13 _____
Signature authorization (authorized officer of designated agent or contact person)

Step 4: Check the taxes for which you wish to authorize these payments

Illinois income taxes:

- Individual Income Tax _____
Illinois Account ID number
- Withholding Income Tax _____
Illinois Account ID number
- Business Income Tax _____
Illinois Account ID number

Sales taxes:

- Sales/Use Tax & E911 Surcharge _____
Illinois Account ID number
- Chicago Soft Drink Tax _____
Illinois Account ID number
- County Motor Fuel Tax _____
Illinois Account ID number
- MPEA Food and Beverage Tax _____
Illinois Account ID number
- Prepaid Sales Tax (motor fuel) _____
Illinois Account ID number
- Automobile Renting Tax _____
Illinois Account ID number

Excise taxes:

- Cigarette Tax Stamp Purchase (Debit only) _____
Illinois Account ID number
- Electricity Distribution and Invested Capital Tax _____
Illinois Account ID number

Excise taxes continued:

- Electricity Excise Tax _____
Illinois Account ID number
- Gas Revenue/Gas Use Tax _____
Illinois Account ID number
- Hotel Operators' Occupation Tax _____
Illinois Account ID number
- Liquor Tax - Airline _____
Illinois Account ID number
- Liquor Tax - Importer/MFTR/Dist _____
Illinois Account ID number
- Liquor Tax - Direct Wine Shipper _____
Illinois Account ID number
- Motor Fuel Tax-Dist./Supplier (ACH credit only) _____
Illinois Account ID number
- Motor Fuel Tax-UST/EIF Receiver (ACH credit only) _____
Illinois Account ID number
- Motor Fuel Tax-Alternative Fuels (ACH credit only) _____
Illinois Account ID number
- Telecommunications Excise Tax _____
Illinois Account ID number
- Telecom Infrastruct. Maint. Fee _____
Illinois Account ID number
- Tobacco Products Tax _____
Illinois Account ID number

Step 5: Complete the following if you checked Step 1, Line 1, Box b, c, or d

- 14 _____ 17 Check one: Business or Individual/Consumer
 Financial institution's name
- 15 _____ 18 Check one: Checking or Savings
 Name on account
- 16 _____ 19 _____
 Account number Routing transit number

Step 6: Sign and complete

The signature of the taxpayer, authorized officer, or partner is required, as well as the title and date (even if you are using a designated agent).

For a debit payment method, I agree and understand that I am authorizing the Illinois Department of Revenue (IDOR) to make withdrawals from the financial institution account listed in Step 5 when payments are scheduled.

Under penalties of perjury, I state that I have examined this form and to the best of my knowledge it is true, correct, and complete. The Illinois Department of Revenue is authorized to use this information in accordance with the Department of Revenue Law of the Civil Administrative Code of Illinois and all applicable Illinois tax acts. This agreement shall remain in force until the Department receives written notification from the taxpayer.

 Signature of taxpayer, authorized officer, or partner

 Title

_____/_____/_____
 Date

Step 7: Mail or fax completed form

Mail to: **ELECTRONIC FUNDS TRANSFER DIVISION
 ILLINOIS DEPARTMENT OF REVENUE
 PO BOX 19015
 SPRINGFIELD IL 62794-9015**

Fax number: **217 524-8282**

Form EFT-1 Instructions**General Information****What payment methods require that I complete Form EFT-1?**

Form EFT-1 is required prior to making the following electronic payments:

- Automated Clearing House (ACH) credit - This is an electronic transfer that occurs when you authorize your financial institution to credit the Department's account. We will send you instructions for the CCD+TXP Tax Payment Addenda Format that your financial institution should use for each credit payment. We recommend that you contact your bank to determine what ACH services it offers before you choose this option. (This is the only electronic payment option on Form EFT-1 for motor fuel accounts.)
- Debit - This is an electronic transfer that occurs when you authorize our agent to transfer funds from your account.
 - Pay-by-phone debit method: This option is available for most tax accounts. You must complete a separate Form EFT-1 for each account from which you will make payments.
 - Direct file debit method for telecommunications, tobacco, and liquor taxpayers: If you will be filing and paying using software you develop or purchase, you are required to complete Form EFT-1 for the account from which you will make payments.
 - Cigarette tax stamp purchasers: You are required to use the debit payment method for your cigarette tax stamp orders. You must complete Form EFT-1 for the account from which you will make payments.

IMPORTANT: Do not complete Form EFT-1 to make the following electronic payments: 1) debit using MyTax Illinois at tax.illinois.gov (you must enter your account information and follow the instructions); 2) direct file debit for any tax other than telecommunications, tobacco, or liquor; or 3) credit card

option for Illinois Individual Income Tax (follow the instructions at tax.illinois.gov and please note a convenience fee will be assessed for each credit card transaction).

What if I need help?

If you need assistance, you may call us weekdays between 8 a.m. and 5 p.m. at **217 782-6257**. You also may visit our website at tax.illinois.gov or write to us at:

**ELECTRONIC FUNDS TRANSFER DIVISION
 ILLINOIS DEPARTMENT OF REVENUE
 PO BOX 19015
 SPRINGFIELD IL 62794-9015**

Specific Instructions**Step 1: Complete the following information**

Check the payment method you wish to use and whether this is an initial registration or if you are changing information you previously provided. Attach additional sheets if necessary.

Step 3: Complete designated agent or contact person information

If a designated agent will be transferring payments, complete Step 3. If the designated agent is completing Form EFT-1 on behalf of a taxpayer, the taxpayer must provide a signature in Step 6, unless a signed Form IL-2848-E is kept in the designated agent's records.

Note If the pay-by-phone option will be used and if the bank account is the designated agent's, an authorized officer of the agent must sign on Step 3, Line 13, to authorize us to debit that account.

The contact person should be the person who will be initiating and making the payment transfer. Include the contact's telephone number, fax number, and email address.