

How do I know my taxes are Paid?

Our Tax team would like to invite you to monitor your federal tax payments. As all tax payments are the ultimate responsibility of your company, we would like to give you the opportunity to check your payments by registering with EFTPS.com. Clients that are doing their own tax work can do this also. All payments for our tax service are transmitted electronically and paid through the automated clearing house. For New York State your taxes are paid through the Promp tax system and can be checked at www.nystax.gov/promt. You only need your access code and password to view up to 2 years history. If you need help using the website call the NYS dept of Taxation and finance at 1-800-251-2000. For your Federal payments you can do the following.

Simply follow these steps to register with EFTPS:

1. Go to EFTPS.com
2. Enter your state abbreviation and click enter
3. Click on the enrollment tab
4. Enroll as a business and click next
5. Read the privacy act disclaimer and click accept
6. Enter your Federal ID number, Business name and phone number and click next
7. Enter primary contact information, address and phone number and click next
8. Choose payment through a financial Institution and click next
9. Click accept on disclaimer (this allows you to view all payment activity)
10. Verify enrollment data and click next
11. Read authorization agreement and electronically sign with an officers name and title and click accept
12. You will then be prompted with an acceptance screen that provides your enrollment trace number, gives you the time frame for processing and explains that your packet will come by mail containing your pin number and login info
13. Print a copy for your records

Once this packet is received, do the following:

1. Call toll free, 1-800-982-3526 and have your enrollment info available. Follow the instructions to receive your temporary internet password
2. Logon to EFT website and Change your password
3. After receiving your confirmation you can go to payments at any time
4. You can verify that your payments are made correctly by matching the deposit amount from your payroll tax report under line item " Total 941 Liabilities".

Should you have any questions or need assistance please contact your CSR. Should you require further Information, we welcome CPA's hired by your firm to come in and audit your individual company's processing, tax payments and any other requirements pertaining to your company. Our company welcomes the highest scrutiny to verify your taxes are paid in full. We have a complete SAS 70 Type II audit and would be happy to furnish you or your CPA with a copy.

As always thank you for allowing us to perfect your payroll one check at a time!

Sincerely,

Richard K. Fish, CPP
Chief Operations Officer