



EFT-1 Authorization Agreement for Certain Electronic Payments

Read this information first!

Complete this form **ONLY** if you

- want to use ACH credit, the pay-by-phone debit method, or the direct file debit method to pay amounts owed to the Illinois Department of Revenue, or
- 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 web site using WebPay at tax.illinois.gov. If you use WebPay, do not complete this form.

Step 1: Complete the following information

- 1 Check the payment method you wish to use (or wish to update).
- ACH credit
- Pay-by-phone debit
- Direct file debit (for sales, telecommunications, tobacco, liquor, and cigarette)
- 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 and Use Tax _____
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:

- Electricity Dist. and Invested Capital _____
Illinois Account ID number
- Gas Revenue and Gas Use Tax _____
Illinois Account ID number
- Electricity Excise Tax _____
Illinois Account ID number
- Telecommunications Tax _____
Illinois Account ID number
- Telecom Infrastructure Maint. Fee _____
Illinois Account ID number
- Tobacco Products Tax _____
Illinois Account ID number
- Hotel Tax _____
Illinois Account ID number
- Liquor Tax _____
Illinois Account ID number
- Liquor Airline Tax _____
Illinois Account ID number

Taxpayer's name

Step 5: If using the pay-by-phone debit or direct file debit method, complete the following

- 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).

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 is the WebPay method?

The WebPay method is an electronic transfer that you authorize allowing the department to initiate a debit transaction on the financial account that you provide. WebPay is available on our website to make most tax payments. This method normally does not require submission of this form. Go to our website at tax.illinois.gov.

What is the direct file debit method?

For sales, telecommunications, tobacco and liquor taxes only: The direct file debit method is an electronic transfer to us using software you develop or purchase.

For cigarette stamp purchasers: You are required to mark the "direct file debit" box in Step 1, Line 1 if you will be buying cigarette tax stamps.

What is ACH credit?

An Automated Clearing House (ACH) credit is an electronic transfer that you authorize telling your financial institution to withdraw

from your account for deposit into our account using your financial institution's system. We recommend that you contact your bank to determine what ACH services they offer before you choose this option.

What is the pay-by-phone debit method?

The pay-by-phone method is an electronic transfer that occurs when you authorize our agent to transfer funds from your account on the date that you select. If you choose the pay-by-phone debit option, you must complete a separate Form EFT-1 for each account from which you will make payments.

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 books and records.

Note If the pay-by-phone option will be used and 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.

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