

FIRSTTRUST

FirstSite® Quick Reference Guide: Initiating Tax Payments via ACH

FirstSite offers the ability to make electronic tax payments via ACH (Automated Clearing House) transfer. Tax Payments must be initiated before 2 p.m. two business days before the date they are due (the effective date). FirstSite allows you to make one-time ACH payments or build templates for recurring ACH payments. As a company, you have the option to set-up dual authorization for any ACH transaction initiated. Call Firsttrust Commercial Customer Service at 877-466-3343 if you would like this feature activated.

Create a One-Time or Repetitive ACH Tax Payment:

Step 1: Create ACH Tax Payment

- Click on **Payments** and the **Create a New Payment** link.
- Select **Tax** from the **Payment Type** dropdown box.
- Identify your ACH Tax payment by typing in a **Payment Description** and click **Continue**.

The screenshot shows the FirstSite web interface. At the top, there are navigation tabs for ACCOUNTS, PAYMENTS, TRANSFERS, and SERVICES. Below these, there are sub-tabs for Payments, Templates, and Recipients. The main content area is titled 'Select Payment Type' and includes a sub-header 'Payment Information'. There are three input fields: 'Template Name' (with a dropdown menu), 'Payment Type' (with a dropdown menu), and 'Payment Description' (with a text input field). The 'Payment Type' dropdown menu is open, showing a list of options: Direct Deposit, Personal Collection, Business Collection, Personal Disbursement, Business Disbursement, Tax, Wire, and Represent Check. The 'Tax' option is highlighted. There are 'Cancel' and 'Continue' buttons at the bottom of the form.

- In the **Payment Information** section:
 - Select **Pay From** account.
- Review **Payment Schedule** information.
 - You can choose to make this a one time only or a recurring (repetitive) ACH payment.
 - Click on the **Frequency** drop-down box to select the proper frequency.

The screenshot shows the FirstSite web interface. The main content area is titled 'Payment Information' and includes a sub-header 'Payment Information'. There are three input fields: 'Payment Description' (with a text input field), 'Payment Type' (with a dropdown menu), and 'Pay From' (with a dropdown menu). The 'Payment Description' field contains 'One time tax test', the 'Payment Type' dropdown menu is set to 'Tax', and the 'Pay From' dropdown menu is set to 'Select An Account'. Below this is the 'Payment Schedule' section, which includes an 'Effective Date' field (with a date input field), a 'Frequency' dropdown menu, and a 'Number of Payments' input field. The 'Effective Date' field contains '03/23/2004', the 'Frequency' dropdown menu is set to 'One Time Only', and the 'Number of Payments' input field contains '1'. There are 'Add: From List' and 'Create New' buttons at the bottom of the form.

Step 2: Add Recipient (Beneficiary)

** If the recipient has already been created, skip to the **Add Recipient From List** instructions in the next section.

- Click on **Create New** to add a new Recipient.
- Fill in **Recipient Information**:
 - Company Name is the tax entity you are sending a payment to.
 - The Recipient ID for a tax payment is **your** company's Tax ID number.
- Fill in **Contact Information** for the tax entity.

Create Recipient
Use this screen to create a new recipient. * Required Field

Recipient Information

Recipient Type: Business

Company Name: A Dept. of Corporate Loans *

Recipient ID: 555555555 *

Contact Information

Street Address:

City:

Country: Select a Country

State: Select a Region

Zip Code:

Phone Number:

Email Address:

- Fill in **Primary Account Information**.
 - Bank Identifier is the recipient's bank ABA number (also known as Routing and Transit number).
- Note: If this recipient will be used in additional payments, check the **Save To Master List** box in the **Additional Options** section.
- Click on **Submit Recipient** to save the changes.
- A Successful Submit message will appear.
- Proceed to Step 3 below - Create Payment.

Phone Number:

Email Address:

Primary Account Information

Account Type: Checking

Account Number: 555555555 *

Account Currency: USD

Bank: Bank Name -- Bank ID -- Bank ID Type
Firsttrust Bank- 123456789 --ABA (domestic) *

-OR-

Bank Identifier:

Bank ID Type: ABA (domestic)

Additional Options

Save: Save To Master List

Step 3: Create Payment

- Review **Payment Information** and **Payment Schedule** information.
- Select a **Tax Type** from the drop down box at the far right side of the screen.
- Click on **Addendum** to go to tax addendum screen.
 - The addendum for a tax payment is an additional page of required information. The exact fields will vary according to the tax payment type chosen. Please refer to your tax entity with specific questions regarding information required.

FIRSTTRUST MEMBER SINCE 1934 Messages Admin Help Exit

ACCOUNTS PAYMENTS TRANSFERS SERVICES

Payments Templates Recipients

Create Payment
Use this screen to create a new payment. * Required Field

Payment Information

Payment Description: Testing Tax Again *

Payment Type: Tax

Pay From: Account Name -- Account Number -- Company ID -- Balance
Select An Account *

Payment Schedule

Effective Date: 04/01/2004 MM/DD/YYYY *

If a recurring payment,
Number of Payments: 1

Continue until further notice

Recipients

Add:

Pay To	Recipient Name	Recipient ID	Account Amount	Tax Type
<input checked="" type="checkbox"/>	PA Dept. of Employment	123456789	111111111	Select a Tax Type

- Fill in **Tax Amount, Tax Payor Verification, Period End Date** and any additional fields (fields may be different depending on tax type chosen).

- The **Tax Payor Verification** must have a length of between 1 and 6 characters.

- Click **Save** to advance to the next step or **Cancel** if information is incorrect.
- Review information and click **Preview Payment** (or **Cancel**).
- Check for accuracy and **Submit Payment**.
- A “Successful Submit” message and a Transaction Reference Number will appear at the top of the screen.

Add Recipient From List:

- If Recipient has already been created, click **From List** to access list of Recipients.
- Check the box next to the recipients who should be added to the template.
- If multiple Recipients are needed check the boxes of each and click **Submit Recipients**. A confirmation message will appear. Review your choices and click **Done**.

Next, refer to **Step 3: Create Payment (above)** to complete the payment.

Create ACH Tax Template:

Step 1: Create an ACH Tax Template

- Click **Payments**
- Click **Create a New Template**.

- Type in a **Template Name** that will easily describe the intended use of the template (i.e., “ Payroll Taxes”).
- Select “Tax” from the **Payment Type** dropdown list.
- Click **Continue**

Select Template Type
 Templates are used to group one or more recipients for specific payment instructions. Use this screen to select the type of template you wish to create. * Required Field

Template Information

Template Name: Payroll Taxes *

Payment Type: Select a Template Type *

Cancel Continue

ACCOUNTS | PAYMENTS | TRANSFERS | SERVICES

- Open the **Pay From** dropdown box to select the account you wish to make the tax payment from.
- Enter total **Maximum Payment Amount**
- This is the maximum limit set for payments made with this template. Filling in this field will restrict the payment to whatever dollar amount you have listed.
- Leaving this field blank will allow Users to make payments up to their Maximum Single Transaction limit and/or your company’s approved ACH Facility limit.

Template Information

Template Name: Corp Net Income Tax

Payment Type: Tax

Pay From: Account Name -- Account Number -- Company ID -- Balance
 Select An Account *

Total Maximum Payment Amount:

Recipients

Add: From List | Create New | Import

Prenote	Company Name	Account	Period End Date	Tax Type
	Company Tax ID		MM/DD/YYYY	

Step 2: Create New Recipient (Beneficiary)

- Click on **Create New** under **Recipients** to add a new Recipient.
 - If recipient has already been created, choose **From List**, select recipient, click **Submit Recipient**, then click **Done**. Next, proceed to **Step 3** below.
- Fill in **Recipient Information**:
 - Company Name is the tax entity you are sending a payment to.
 - The Recipient ID for a tax payment is **your** company’s Tax ID number.
- Fill in **Contact Information** for the tax entity.

Create Recipient
 Use this screen to create a new recipient. * Required Field

Recipient Information

Recipient Type: Business

Company Name: A Dept. of Corporate Loans *

Recipient ID: 5555555555 *

Contact Information

Street Address:

City:

Country: Select a Country

State: Select a Region

Zip Code:

Phone Number:

Email Address:

- Fill in **Primary Account Information**
 - Bank Identifier is the recipient's bank ABA number (also known as Routing and Transit number).
- Note: If this recipient will be used in additional payments, check the **Save To Master List** box in the **Additional Options** section.
- Click on **Submit Recipient** to save the changes

Optional Step: Create Prenote (If you do not wish to prenote, proceed to **Step 3: Select Tax Type**)

- You may now choose to send a **Prenote** – a zero dollar test file.
- Click the **Prenote** box if you wish to create a test file for this recipient.

Note: Sending a prenote will restrict you from making any payments for the associated recipient until the 6-day prenote waiting period has passed.

Step 3: Select Tax Type

- Select a **Tax Type** from the drop down box at the far right side of the screen.
- Click **Preview Template** or **Back** to make changes.

- Review **Template Information** and **Recipient Information** for accuracy. If corrections must be made, click **Edit Template** and make the necessary changes, otherwise click **Submit Template**.

- At this point you should receive a message “Successful Submit” at the top of the screen.
- The newly created template will also show on the Templates list.

Templates
Use this screen to select template options or review existing templates.

Template Options:
[Create a New Template >>](#)
[View Payments >>](#)
[View Recipients >>](#)

Templates:

Template Name	From Account Company ID -- Company Name	Payment Type	Status	Last Updated By
Collection Test 2	123456789 158 -- TEST COMPANY A	Business Collection	Pending Add Approval	Customer
Corp Net Income	123456789 158 -- TEST COMPANY A	Tax	Approved	BATCH_USER

Dual Authorization: This is an *optional security feature* requiring secondary approval of all templates created. Call Commercial Customer Service at 877.466.3343 if you would like this feature activated.

- If approval of ACH templates is required by a second person, a link indicating **Pending Add Approval** will be highlighted on the Templates page in the Status column.
- The second person required to approve the new ACH Template must sign on using his or her own User ID and password.
- Next, they will navigate to **Payments** and **Templates**.
- Click on the **Pending Additional Approval** link to review the template.
- After reviewing the information carefully, choose **I Accept** or **I Decline**.

Authorize Template

Templates are used to group multiple recipients for specific payment disbursements. Use this screen to authorize a template for use with payments.

Template Information

Template Name: Corp Net Income
 Payment Type: Tax
 Pay From: COMMERCIAL CHECKING -- 1234567 -- 158 -- 9441.67
 Total Maximum Payment Amount:
 Dual Authorization: Dual authorization is not required

Recipients

Prenote	Company Name	Account	Period End Date	Tax Type
✓	Customer Company Tax ID 2222222222222222	22222222	null 01/02/2004	PA-CN000 CORPORATE NET INCOME

Authorization Memo

Memo:

- A “Successful Submit” confirmation will appear at the top of the Templates page.
- The template will show as ‘Approved’ in the Status Column.
- The approver’s name will be reflected in the ‘Last Updated By’ column.

Templates
Use this screen to select template options or review existing templates.

Successful Submit:
Template **Corp Net Income** is successfully authorized

Template Options:
[Create a New Template >>](#)
[View Payments >>](#)
[View Recipients >>](#)

Templates:

Template Name	From Account Company ID -- Company Name	Payment Type	Status	Last Updated By
Corp Net Income	123456789 158 -- TEST COMPANY A	Tax	Approved	Customer

