FIRSTRUST

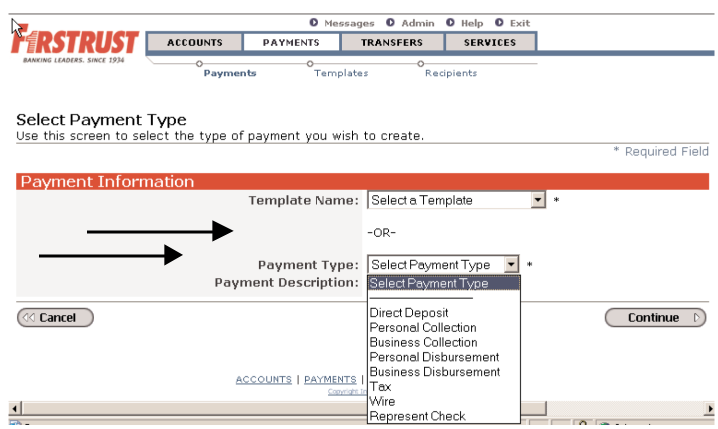
FirstSite® Quick Reference Guide: Initiating Tax Payments via ACH

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 Firstrust 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.



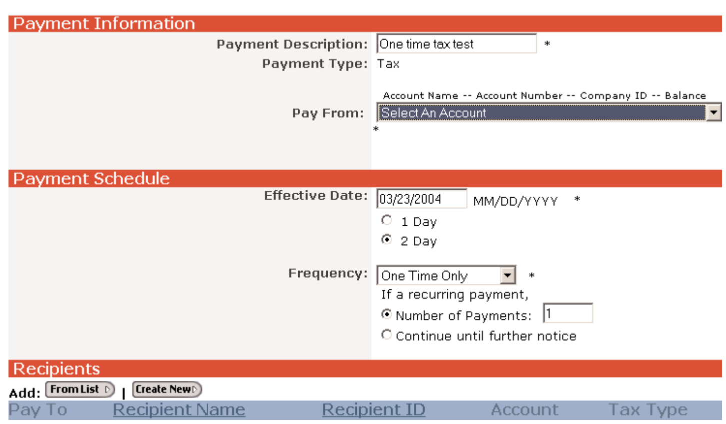
- In the Payment Information section:

  - Select **Pay From** account.

- Review Payment Schedule information.

  - You can choose to make this a one time only or a recurring (repetitive) ACH payment.

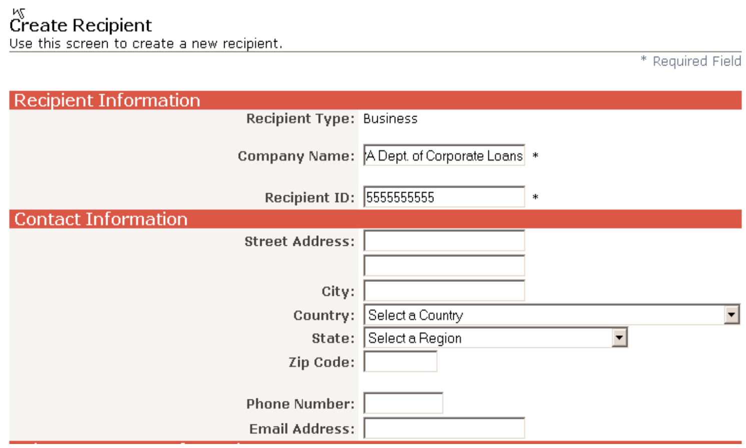
  - Click on the **Frequency** drop-down box to select the proper frequency.



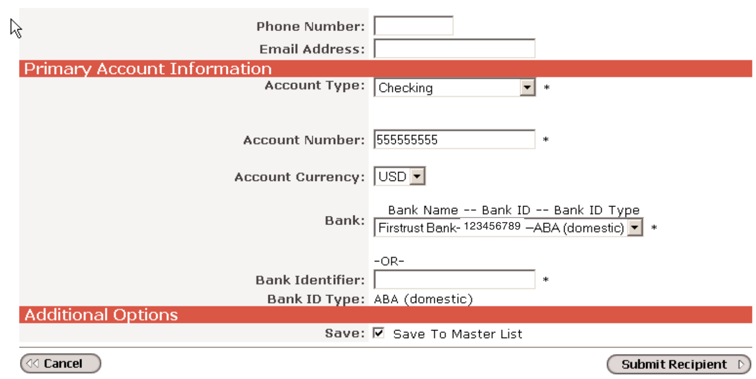
Step 2: Add Recipient (Beneficiary)

** 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.

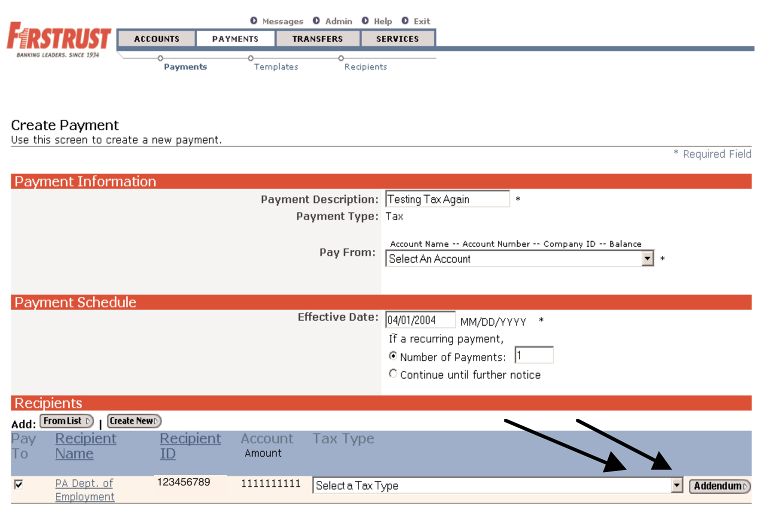


- Fill in Primary Account Information.
  - Bank Identifier is the recipient's bank ABA number (also known as Routing and Transit number).
- Note: If this recipient will be used in additional payments, check the **Save To Master List** box in the Additional Options section.
- Click on Submit Recipient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



Step 3: Create Payment

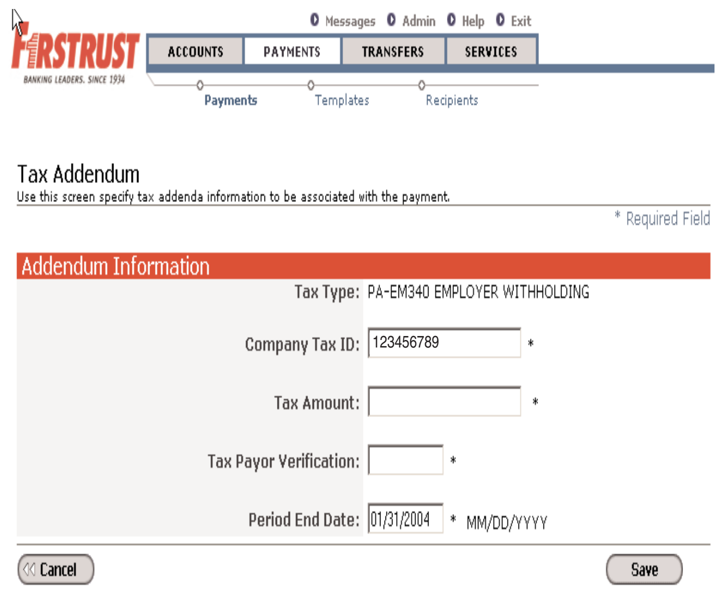
- Review Payment Information and Payment Schedule information.
- Select a Tax Type from the drop down box at the far right side of the screen.
- Click on Addendum to go to tax addendum screen.
  - The addendum for a tax payment is an additional page of required information. The exact fields will vary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



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

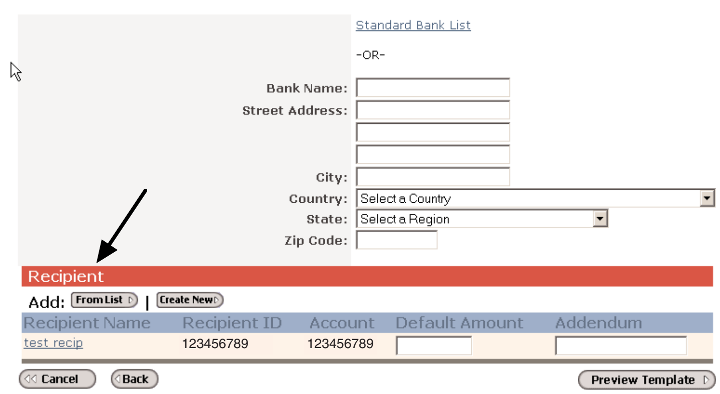
  - The **Tax Payor Verification** must have a length of between 1 and 6 characters.

- 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.

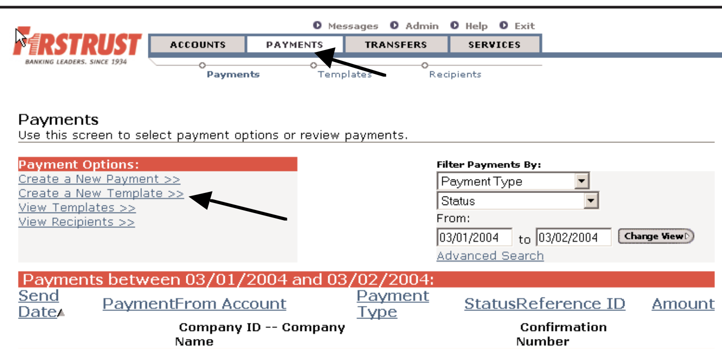


Next, refer to **Step 3: Create Payment (above)** to complete the payment.

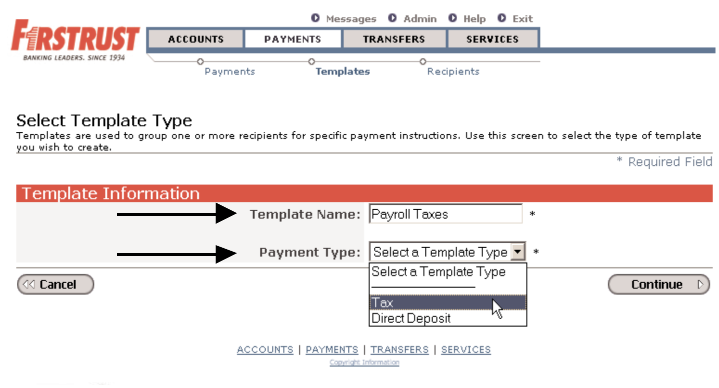
Create ACH Tax Template:

Step 1: Create an ACH Tax Template

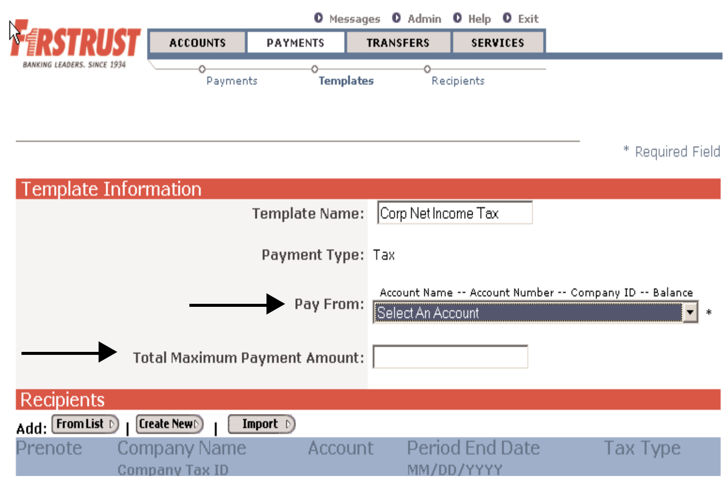
- Click Payments
- Click **Create a New Template.**



- 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

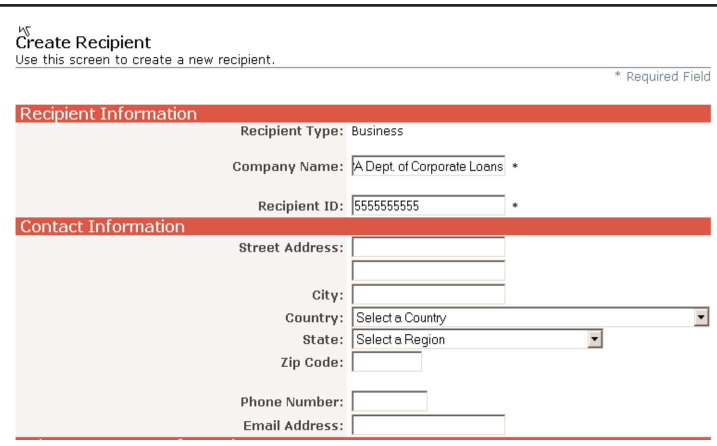


- Open the **Pay From** dropdown box to select the account you wish to make the tax payment from.
- Enter total **Maximum Payment Amount**
- This is the maximum limit set for payments made with this template. Filling in this field will restrict the payment to whatever dollar amount you have listed.
- 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.

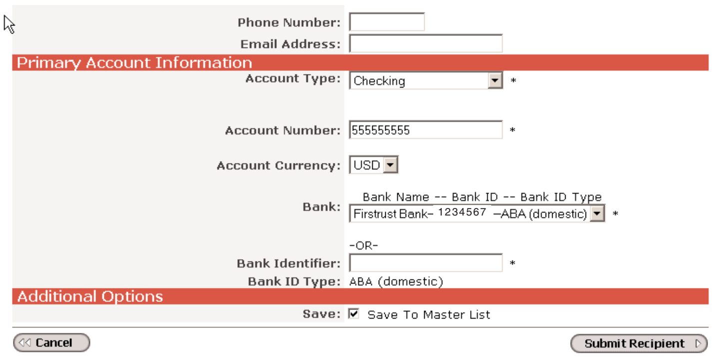


Step 2: Create New Recipient (Beneficiary)

- 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.



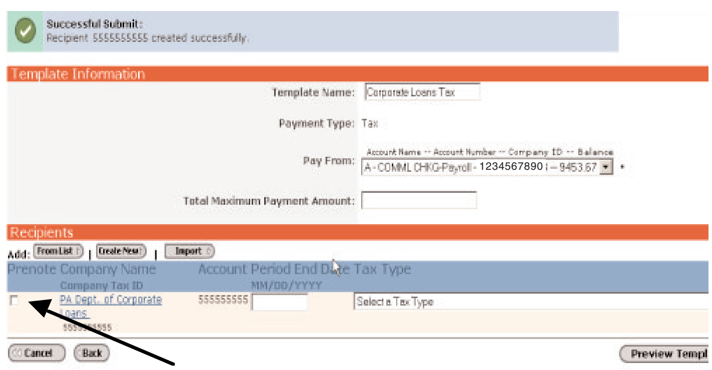
- Fill in Primary Account Information.
  - Bank Identifier is the recipient's bank ABA number (also known as Routing and Transit number).
- Note: If this recipient will be used in additional payments, check the **Save To Master List** box in the Additional Options section.
- Click on Submit Recipient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



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

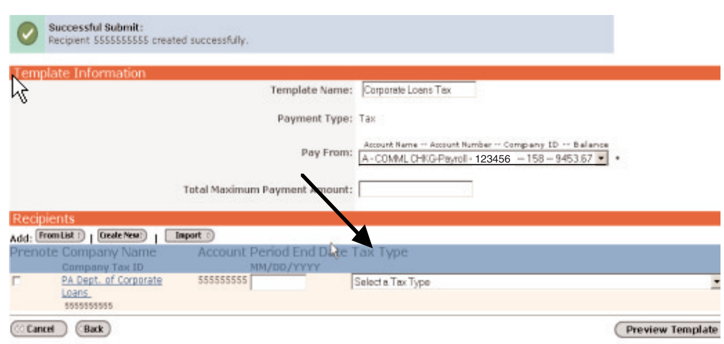
- You may now choose to send a **Prenote** – a zero dollar test file.
- Click the Prenote box if you wish to create a test file for this recipient.

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

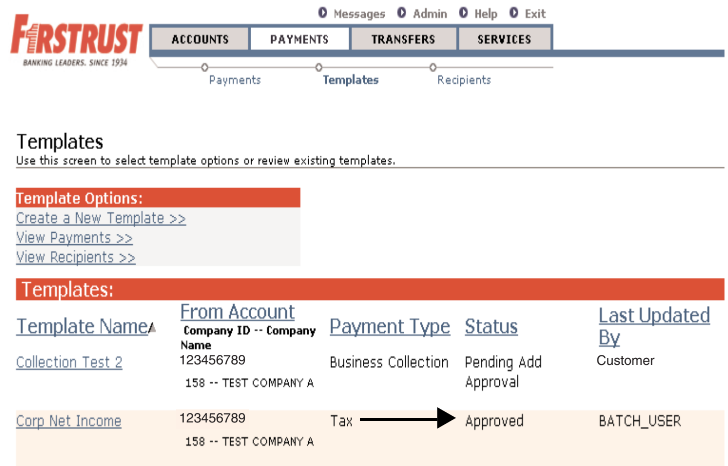
- Select a Tax Type from the drop down box at the far right side of the screen.
- Click Preview Template or Back to make changes.



- 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.

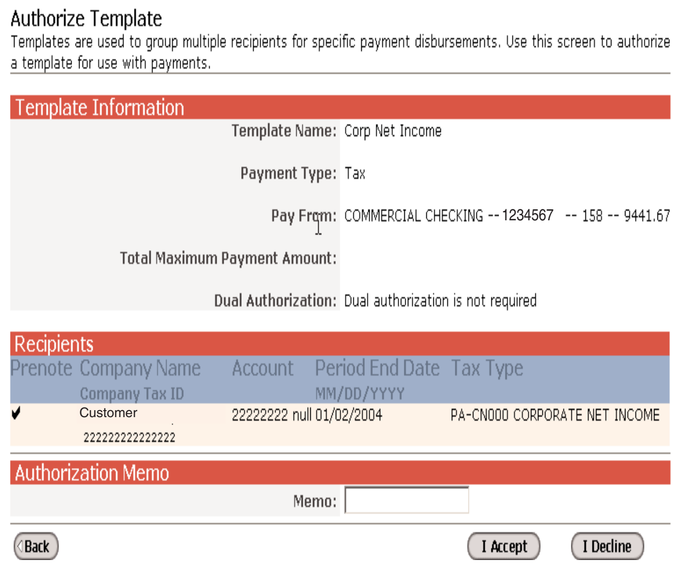
    - At this point you should receive a message "Successful Submit" at the top of the screen.

    - The newly created template will also show on the Templates list.

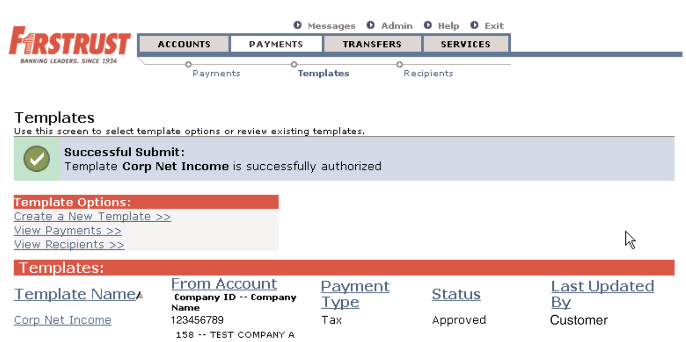


Dual Authorization: This is an *optional security feature* requiring secondary approval of all templates created. Call Commercial Customer Service at 877.466.3343 if you would like this feature activated.

- 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.



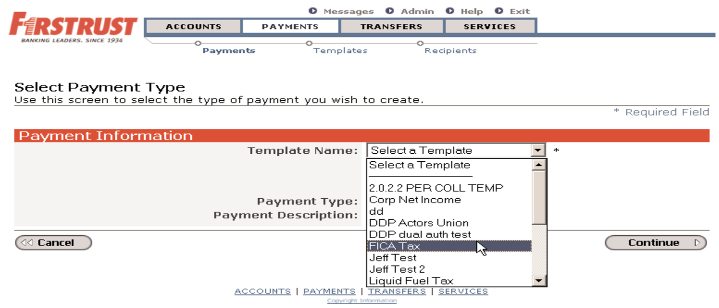
- A "Successful Submit" confirmation will appear at the top of the Templates page.
- The template will show as 'Approved' in the Status Column.
- The approver's name will be reflected in the 'Last Updated By' column.



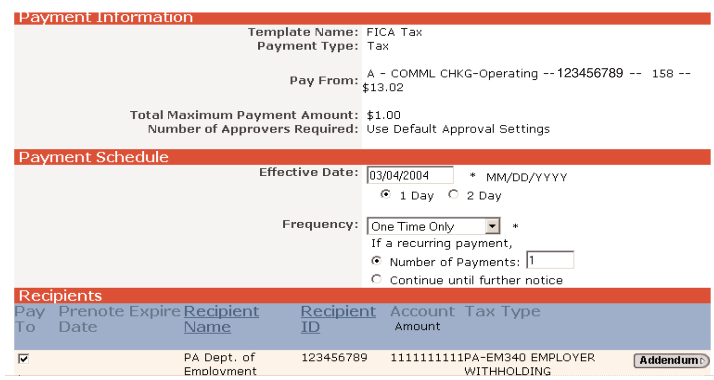
Creating an ACH Tax Payment Using a Template:

Step 1:

- Click on Payments and **Create a New Payment.**
- Open **Template Name** dropdown box and highlight template to select.
- Click Continue.



- Review all Payment Information for accuracy. Payment Schedule details such as **Effective Date** or **Frequency** can be changed here if necessary.
- 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.



- Fill in **Tax Amount, Tax Payor Verification,** and **Period End Date.**
  - 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 the information and click Preview Payment or Cancel to go back.
- Check payment information for accuracy and click Submit Payment.

✓	A "Successful Submit" confirmation and transaction reference number will appear at the top of the Payments page.