



# INSTRUCTIONS FOR SETTING UP AND MAKING FEDERAL AND MARYLAND TAX PAYMENTS ONLINE

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## Federal Payments

Go to [www.eftps.gov](http://www.eftps.gov)

Click on enrollment. You will need the following information: Company name, FEIN number, bank routing and account number. Follow step by step instructions.

- 1. Start: Read the PRIVACY ACT AND PAPERWORK REDUCTION NOTICE and click on "I accept" then click on Enroll me as a: BUSINESS*
- 2. Enroll: Fill in Business, Contact and Financial Information (keep the Authorize a transaction yourself box checked).*
- 3. Review: Review and authorize*

Save a copy of the confirmation page. You will need the enrollment number for any future changes to the account. You should receive a PIN number and Instruction booklet in the mail within 7 days. This will instruct you on how to obtain a internet password to use EFTPS.gov.

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## Maryland Payments

Go to [www.marylandtaxes.com](http://www.marylandtaxes.com)

Scroll down, on left side click on bfile—business tax.

Choose Create New User Registration Return and follow the prompts.

For this you will need the following information: Company name, FEIN number, CR number with Maryland and your bank routing and account number. Your payments will be made during this process—there is no wait.

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A suggested payroll worksheet is attached for your convenience. Change the information to fit your company requirements. This will give you all the information at your fingertips when you need to make a payment

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CLIENT NAME

for semi-weekly filer – due with each pay

PAYDATE: \_\_\_\_\_

EFTPS FEDERAL ONLINE WORKSHEET

www.eftps.com/eftps/

TIN \_\_\_\_\_(ADD INFO HERE)\_\_\_\_\_ PIN \_\_\_\_\_(ADD INFO HERE)\_\_\_\_\_

PASSWORD: \_\_\_\_\_(ADD INFO HERE)\_\_\_\_\_

SELECT A TAX FORM 941 FEDERAL TAX DEPOSIT

AMOUNT \$ \_\_\_\_\_

TAX PERIOD: March / June / September / December : YEAR \_\_\_\_\_

SETTLEMENT DATE \_\_\_\_\_, 20\_\_\_\_ MMDDYY

SUBCATEGORY – NOT NEEDED, LEAVE BLANK

ACKNOWLEDGMENT # \_\_\_\_\_

DATE SENT \_\_\_\_\_ TIME SENT \_\_\_\_\_

ENROLLMENT TRACE# \_\_\_\_\_(ADD INFO HERE)\_\_\_\_\_

STATE OF MARYLAND

WITHHOLDING WORKSHEET

www.marylandtaxes.com - b-file business taxes

(CR# \_\_\_\_\_(ADD INFO)\_\_\_\_\_) Accelerated filer

LOG IN: \_\_\_\_\_(ADD INFO)\_\_\_\_\_ PASSWORD: \_\_\_\_\_(ADD INFO)\_\_\_\_\_

FILE WITHHOLDING RETURNS

NEW WITHHOLDING RETURN (VIEW LIST TO PRINT PRIOR PAYMENTS)

THIS RETURN IS BEING FILED ON AN ACCELERATED BASIS

PAY DATE \_\_\_\_\_(YYYY) \_\_\_\_\_(M D)

AMOUNT WITHHELD \$ \_\_\_\_\_ REMITTED AMOUNT \$ \_\_\_\_\_

DATE OF WITHDRAWAL \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (MMDDYY) (DUE IN 3 BUSINESS DAYS)

CONFIRMATION NUMBER \_\_\_\_\_

DATE SENT \_\_\_\_\_ TIME SENT \_\_\_\_\_

\*\*\*\*\*Md Account Questions\*\*\*\*\*

Year Born: \_\_\_\_\_  
Last 5 of SS#: \_\_\_\_\_  
Favorite Pet: \_\_\_\_\_

CLIENT NAME

for monthly filer – due by 15<sup>th</sup> of following month

MONTH: \_\_\_\_\_

EFTPS FEDERAL ONLINE WORKSHEET

www.eftps.com/eftps/

TIN      \_\_(ADD INFO HERE)\_\_\_\_\_      PIN    \_\_(ADD INFO HERE)\_\_\_\_\_

PASSWORD:   \_\_(ADD INFO HERE)\_\_\_\_\_

SELECT A TAX FORM      941      FEDERAL TAX DEPOSIT

AMOUNT \$ \_\_\_\_\_

TAX PERIOD :   March / June / September / December :   YEAR \_\_\_\_\_

SETTLEMENT DATE \_\_\_\_\_, 20\_\_\_\_ MMDDYY

SUBCATEGORY – NOT NEEDED, LEAVE BLANK

ACKNOWLEDGMENT # \_\_\_\_\_

DATE SENT \_\_\_\_\_      TIME SENT \_\_\_\_\_

ENROLLMENT TRACE# \_\_\_\_\_(ADD INFO HERE)\_\_\_\_\_

STATE OF MARYLAND

WITHHOLDING WORKSHEET

www.marylandtaxes.com - b-file business taxes

(CR# \_\_\_\_\_(ADD INFO HERE)\_\_\_\_\_) Monthly filer

LOG IN: \_\_\_\_\_(ADD INFO HERE)\_\_\_\_\_      PASSWORD: \_\_\_\_\_(ADD INFO HERE)\_\_\_\_\_

FILE WITHHOLDING RETURNS

NEW WITHHOLDING RETURN (VIEW LIST TO PRINT PRIOR PAYMENTS)

FOR THE PERIOD END \_\_\_\_\_(YYYY) \_\_\_\_/\_\_\_\_ (MMDD)

AMOUNT WITHHELD \$ \_\_\_\_\_ REMITTED AMOUNT \$ \_\_\_\_\_

DATE OF WITHDRAWAL \_\_\_\_/\_\_\_\_/\_\_\_\_ (MMDDYY)

(DUE THE 15TH OF FOLLOWING MONTH)

CONFIRMATION NUMBER \_\_\_\_\_

DATE SENT \_\_\_\_\_      TIME SENT \_\_\_\_\_

\*\*\*\*\*Md Account Questions\*\*\*\*\*

Year Born: \_\_\_\_\_

Last 5 of SS#: \_\_\_\_\_

Favorite Pet: \_\_\_\_\_