

EFTPS INSTRUCTIONS for 940 Federal Tax Deposit

- 1) 1-800-555-3453
- 2) Press 1
- 3) Enter Tax ID# _____
- 4) Enter your 4-digit PIN _____
- 5) Press 1 for Payment
- 6) Enter Tax Form – 940#
- 7) Press 1 for Tax Deposit
- 8) Enter 2 digit tax filing year _____#
- 9) Enter \$_____ followed by #
- 10) Press 1 to confirm
- 11) Enter Tax payment date _____
- 12) Press 1 to accept payment
- 13) Enter Acknowledgement # _____