



# EFT-1 Authorization Agreement for Electronic Funds Transfer

## Step 1: Check the reason you are completing Form EFT-1

Initial set up       Change(s) to previously submitted information\*      Effective date of change: \_\_\_/\_\_\_/\_\_\_

\*Specify change \_\_\_\_\_

## Step 2: Identify the taxpayer

1 Taxpayer's name \_\_\_\_\_

2 Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

3 Federal employer identification number (FEIN) \_\_\_\_\_

4 Illinois business tax number (IBT no.) \_\_\_\_\_

5 Social Security number (SSN) \_\_\_\_\_

## Step 3: Complete designated agent information - Only if a designated agent will be making payments.

6 Designated agent's name \_\_\_\_\_

7 Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

8 Contact person's name \_\_\_\_\_

9 Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

10 Signature authorization for EFT Program (Authorized officer of designated agent) \_\_\_\_\_

## Step 4: Identify your EFT contact person

11 Contact person's name - Please print \_\_\_\_\_

12 E-mail address \_\_\_\_\_

13 Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

## Step 5: Check your ACH option

Debit - see instructions       Credit - Go to Step 6.

14 Financial institution's name \_\_\_\_\_

15 Name on account \_\_\_\_\_

16 Account number \_\_\_\_\_

17 Account type:  Business or  Individual/Consumer  
 Checking or  Savings

18 Routing transit number \_\_\_\_\_

## Step 6: Check the authorized payments

Business income tax <input type="checkbox"/> IL-1120-ES	<input type="checkbox"/> IL-505-B	<input type="checkbox"/> IL-1023-CES	Electricity dist. & invested capital	<input type="checkbox"/> ICT-1	<input type="checkbox"/> ICT-4
Withholding income tax	<input type="checkbox"/> IL-501	<input type="checkbox"/> IL-941	Gas revenue and gas use tax	<input type="checkbox"/> RPU-50	<input type="checkbox"/> RG-1
Individual income tax	<input type="checkbox"/> IL-1040-ES	<input type="checkbox"/> IL-505-I	Electricity excise tax	<input type="checkbox"/> RPU-50	<input type="checkbox"/> RPU-13
Sales, service and use tax	<input type="checkbox"/> RR-3	<input type="checkbox"/> ST-1	Telecom taxes - state & local	<input type="checkbox"/> RPU-50	<input type="checkbox"/> RT-2
Motor vehicle renting tax		<input type="checkbox"/> ART-1	Telecom infrastructure maint. fee		<input type="checkbox"/> RT-10
Chicago soft drink tax		<input type="checkbox"/> ST-14	Tobacco products tax		<input type="checkbox"/> TP-1
County motor fuel tax		<input type="checkbox"/> CMFT-1	Cigarette tax (ACH debit option only)		<input type="checkbox"/> RC-1-A
MPEA food & beverage tax		<input type="checkbox"/> ST-4	Hotel tax		<input type="checkbox"/> RHM-1
Prepaid sales tax	<input type="checkbox"/> PST-3	<input type="checkbox"/> PST-1	Liquor tax		<input type="checkbox"/> RL-26
			Liquor airline tax		<input type="checkbox"/> RL-26-A

## Step 7: Sign and complete

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

# Form EFT-1 Instructions

## General Information

### What if I need help?

If you need assistance, please see Booklet EFT-8, Electronic Funds Transfer Guide, for more information. If you prefer, you may call our Springfield office weekdays between 7:45 a.m. and 4:15 p.m. at **1 800 732-8866, 217 782-3336**, or **1 800 544-5304**, our TDD (telecommunications device for the deaf). You also may visit our web site at [tax.illinois.gov](http://tax.illinois.gov) or write to us at

**ELECTRONIC FUNDS TRANSFER DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19015  
SPRINGFIELD IL 62794-9015**

### Can I use EFT to make all my tax payments?

The payments listed in Step 6 can be made electronically using EFT. If you choose the ACH debit option (where we debit your account), you must complete a separate Form EFT-1 for each account from which you will make payments.

## Specific Instructions

### Step 1: Check the reason you are completing Form EFT-1

Check whether this is an initial registration to authorize Electronic Funds Transfer (EFT) or changing information provided previously.

To keep registration information up-to-date, specify any financial or business information changes (e.g., name, address, telephone, account and routing numbers). Include the effective date for the change(s). Attach additional sheets if necessary.

### Step 2: Identify the taxpayer

Provide the following taxpayer information

- Name and address
- Federal employer identification number (FEIN)
- Illinois business tax number (IBT no.)
- Social Security number (SSN) if paying Illinois individual income taxes by EFT.

### Step 3: Complete designated agent 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 sign Step 7, unless a signed Form IL-2848-E is kept in the designated agent's books and records.

**Note** If the ACH debit option will be used and the bank account is the designated agent's, an authorized officer of the agent must sign in Step 3, Line 10 to authorize us to debit that account.

### Step 4: Identify your EFT contact person

An EFT contact person should be the person who will be initiating and making the payment transfer. Include the telephone, fax and e-mail address (if applicable).

### Step 5: Check your ACH option

**ACH credit option** - an electronic transfer where you authorize your financial institution to withdraw from your account and deposit into our account using your financial institution's system. Detailed instructions will be forwarded when your Form EFT-1 is processed.

**Note** Contact your financial institution for the ACH services available and fees that may be associated.

**ACH debit option** - an electronic transfer of funds from your account into our account. You authorize our agent to initiate the transaction on the date that you select. Detailed instructions will be forwarded when your Form EFT-1 is processed.

**Internet option** - we have developed internet applications that allow you to make your payments electronically via the internet. However, not all of the internet applications listed below require the completion of Form EFT-1. We currently provide applications for

- Individual income tax (IL-1040-ES & IL-505-I)
- Sales, service and use tax (ST-1)
- Withholding income tax (IL-501)
- Gas tax (RLG-1 & RP-50)
- Telecommunications tax (RT-2 & RPU-50)
- Rental housing support program surcharge

**Note** Please see the specific web application to determine whether or not you must complete Form EFT-1.

**Note** Visit our web site for new applications at [tax.illinois.gov](http://tax.illinois.gov).

### Step 6: Check the authorized payments

Check which payments and fees you will pay by EFT.

### Step 7: 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). Fax Form EFT-1 at **217 524-8282** or mail Form EFT-1 to

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