KINGSBERY CPAs

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Electronic Tax Payment Instructions

HOW TO MAKE AN ELECTRONIC TAX PAYMENT

Federal Return

Payment via Bank Account
- **You must first create an EFTPS account with the IRS**
  - After your information is validated with the IRS, you will receive a PIN via U.S. Mail in 5 to 7 business days.
  - You will not be able to access your account without an issued PIN.
- Go to the link: www.eftps.gov
- Select **Make a Payment** and log in with your:
  - Taxpayer identification number
  - PIN (issued to you via U.S. mail)
  - Password
- Select the tax form, payment type, period and amount
- Select the date you want your payment to be received
- Follow the screens through the process
- Once accepted, you will receive an EFT Acknowledgement Number as your receipt. Print and save for your records.

Payment via Debit/Credit Card
- The IRS provides a list of standard service providers for taxpayers to make your federal tax payments electronically with a debit and/or credit card.
- See the attached list of service providers.
- After selecting a provider follow the instructions on the provider's website to complete your tax payment.

NOTE: Payments must be scheduled by 6:00 p.m. MST the day before the due date to be timely.

Colorado Return
- **You must first create an account (see attached instructions)**
    - You can access your account immediately after signing up.
- Go to the link: www.colorado.gov/revenueonline
- Select *E-Check/Credit Card* in the Payment Options section
- Enter/confirm your taxpayer information
- Select *Click to Add/Edit Payments*
    - Enter account type
    - Select ID Type and enter identification number
    - Enter the appropriate filing period for the related payment
    - Enter the payment amount
    - Select payment type
    - Select *OK*
- Select *Pay Online*

NOTE: YOU WILL BE REDIRECTED TO THE COLORADO.GOV – SECURED ONLINE PAYMENT PROCESS WEBSITE

- Select *Electronic Check* (for direct withdrawal from bank account)
    - Enter bank account information
    - Enter account holder information
    - Confirm your payment and account information
    - Print out receipt for your records
- Select *Manually Enter a Credit Card*
    - Enter credit card information
    - Enter credit card holder information
    - Confirm your payment and account information
    - Print out receipt for your records

NOTE: Payments are due by 4:00 p.m. MST for credit to your account on that date.