

EFTPS Business Phone Worksheet

Adams and Hook 'cheat sheet'

Phone Number: 1-800-555-3453

EIN #: ____ - _____

PIN #: _____

Date of call: ____ / ____ /20 ____

Time of call: ____ : ____ am/pm

To initiate a Tax Payment Press "1", for Other Payments, Press "2"

Enter 3 to 6-digit Tax Form #: _____

For Federal Tax Payment Press "1"

Enter 2-digit Tax Filing year: _____

Enter 2-digit Tax Filing month: _____

Enter the Tax Payment amount: \$ _____

Remember: You must enter cents even if paying a whole dollar amount.

DO NOT enter a period or decimal before cents!

Information is repeated--To confirm information Press "1"

For employment taxes:

Social Security amount: \$ _____

Medicare amount: \$ _____

Federal W/H amount: \$ _____

Your settlement date is: ____ / ____ /20 ____

Your EFT Acknowledgment Number is: _____