Quick Reference Guide for Federal Agencies

Welcome to EFTPS.gov

Welcome to the Electronic Federal Tax Payment System (EFTPS)! This guide provides basic information on Federal enrollments, payments, and tax filings. For more detailed information, refer to the Help & Information section of EFTPS.gov. If you need help while performing any functions, click on one of the blue question marks located next to most fields: ?

Important phone numbers

For assistance with:	Call:
• Creating/changing EFTPS passwords • Making EFTPS payments • Creating/saving/submitting E-Filed 941s	EFTPS for Federal Agencies...................877-333-8292
• Misapplied payments • Tax return preparation information	IRS Business & Specialty Tax.................800-829-4933
• E-File PIN issues • Problems with rejected E-Filed returns	IRS E-Helpdesk..866-255-0654

Get Started

Enrollments

Enroll in EFTPS as a Federal Agency with the following information:

1. Employer Identification Number (EIN)

2. Business Name (i.e., agency or bureau name: Internal Revenue Service, Bureau of Public Debt., etc.)

3. Agency Location Code (ALC)

4. Agency Contact Information

   a. Taxpayer Phone Number

   b. Primary Contact Name

   c. Primary Contact Address

   d. Primary Contact Phone Number

   e. Primary Contact E-Mail Address (optional)

Payments

You can make payments for the following tax forms:

1. Form 941 Employer's Quarterly Federal Tax Return
2. Form 945 Annual Return of Withheld Federal Income Tax
3. Form CT-1 Employer's Annual Railroad Retirement Tax Return
4. Form 720 Quarterly Federal Excise Tax Return
5. Form 1042 Annual Withholding Tax Return for U.S. Source Income of Foreign Persons

You can make payments to settle the same day by meeting the 8:00 PM ET deadline or you can schedule payments up to 120 days in advance.

Federal Agency tax payments are processed through CA$HLINK II only and are driven by Agency Location Code (ALC).

Filings

Now that you are enrolled in EFTPS as a Federal Agency, you can:

- Create a tax filing
- Electronically transmit designated forms to the IRS
- Check filing history
- Edit an existing filing
- Print a saved filing

You can create, save and print

- Form 941 Employer's Quarterly Federal Tax Return
- Form 945 Annual Return of Withheld Federal Income Tax
- Form CT-1 Employer's Annual Railroad Retirement Tax Return

You can electronically or manually submit

- Form 941 Employer's Quarterly Federal Tax Return

You can manually submit

- Form 945 Annual Return of Withheld Federal Income Tax
- Form CT-1 Employer's Annual Railroad Retirement Tax Return

Please Note: 945 and CT-1 forms are only available for paper submission.

Create a Tax Filing

1.   Log on to EFTPS.gov and go to Payments>Filing.

2.   Click Create a Tax Filing from the side navigation bar.

3.   Select the applicable tax form and click Next in the bottom right-hand corner of the screen.

4.   Select the quarter and the year for the 941 form, or the year for the 945 and CT-1 forms.

5.   A PDF of the selected form opens. Complete the form, then

   a.   Select Save, Abandon, or Submit for the 941 form, or
   b.   Select Save or Abandon for the 945 and CT-1 forms.

6.   A Filing Confirmation screen displays with your Filing Trace Number.

The Filing Trace Number is the 15-digit number that confirms you have successfully saved or submitted your filing. This unique number can be used to access this specific filing for viewing, editing, etc.

Please Note: The IRS tax filing form instructions are available by clicking Instructions at the bottom of each form screen. Instructions display in a separate window and can be viewed simultaneously with the forms. Click X in upper right corner of the Instructions window to exit the Instruction screen.

Submit Forms

You can electronically submit 941 forms for the last three quarters and the current quarter. The IRS provides each Federal Agency with a unique E-File Signature PIN, which must be used when submitting the 941 form electronically. This PIN is considered a signature alternative and is entered on the 941 form before the electronic submission. An agency in need of an E-File Signature PIN should contact the EFTPS for Federal Agencies helpline at 877-333-8292.

The 945 and CT-1 forms can be completed for the current and previous year, based on availability from the IRS. These forms must be mailed to the IRS. See Mailing a Filing on page 5 of this guide.

Check Filing History

You can check your filing history and edit Saved or Rejected filings by selecting Check Tax Filing Status from the side navigation bar.

Initially, the standard search result defaults to the 941 form. After selecting your desired form, the search result displays 16 months of filing history from the time you began using EFTPS.gov. The following fields display in results window:

- Filing Form Description
- Status
- Filing Period
- Filing Trace Number

The advanced search criteria offers:
- Filing Form
- Year
- Quarter (for 941 forms)
- Filing Trace Number

Downloading Filing Records

You have the option of downloading your filing history by clicking the Download Records icon.

DOWNLOAD RECORDS

Printing Filing Records

You can print your filing history by clicking the Printer Friendly Version icon.

PRINTER FRIENDLY VERSION

EFTPS Customer Service: 1-877-333-8292
IRS Filing Information: 1-800-829-4933

Edit an Existing Filing

You can change a form that is in Created or Rejected status by selecting Edit a Tax Filing from the side navigation bar or by clicking Edit on the Filing History screen. The form will display as a PDF and contain any saved information. After you have edited the form, follow the Create a Tax Filing process.

You **cannot** edit a 941 form in the Submitted or Accepted status.

Failed Filing Warning

EFTPS online presents a Failed Filing warning page when you attempt to submit a duplicate 941 filing form that is in a Submitted or Accepted status. Select Abandon to avoid a duplicate filing.

Print a Saved Filing

Printing a Filing Form

You can print a saved filing form by clicking the Printer Friendly Version icon.

PRINTER FRIENDLY VERSION

Viewing and Saving a Filing as a PDF

You can view and save a filing as a PDF by clicking the View and Save as PDF icon.

VIEW AND SAVE AS A PDF

Mailing a Filing

Form	Mailing Address Without Payment	Mailing Address With Payment
941	Department of the Treasury Internal Revenue Service Ogden, UT 84201-0005	Internal Revenue Service P.O. Box 105083 Atlanta, GA 30348-5083
945	Department of the Treasury Internal Revenue Service Ogden, UT 84201-0042	Internal Revenue Service P.O. Box 105153 Atlanta, GA 30348-5153

Form	Mailing Address With or Without Payment	
1042	Ogden Service Center P.O. Box 409101 Ogden, UT 84409	
CT-1	Department of the Treasury Internal Revenue Service Center Cincinnati, OH 45999-0007	
720	Department of the Treasury Internal Revenue Service Center Cincinnati, OH 45999-0009	

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