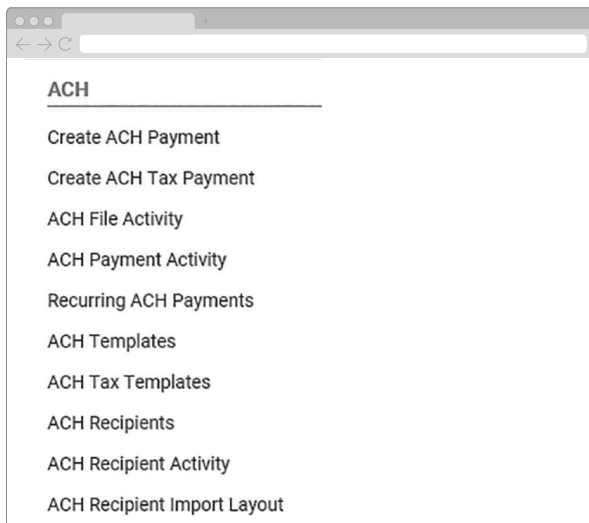


TREASURY MANAGEMENT

QUICK REFERENCE GUIDE

TAX PAYMENTS

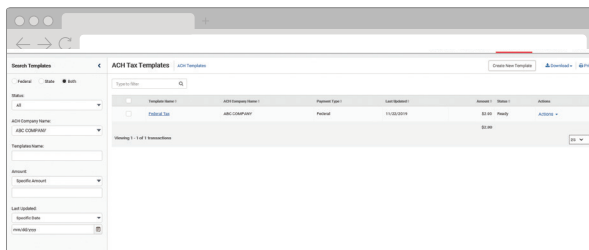


MAIN NAVIGATION MENU

PAYMENTS • ACH

The ACH menu within the Payments section of the main navigation menu provides the following links for quick access to tax payments:

1. From the **Create ACH Tax Payment** link a user can make the following selections:
 - Manual Entry
 - From Template
2. From the **ACH Tax Templates** link a user can:
 - View a list of tax templates
 - Select one or more templates to initiate payment
 - Create a new template



TAX TEMPLATES

PAYMENTS • ACH • CREATE NEW TEMPLATE

- Templates will be available on the ACH Tax Templates page to all users that have any of the ACH Template entitlements or have the Create ACH Payment entitlement.
- Changes cannot be made to a template while it is pending approval.
- Payments created manually can be saved as a template while on the Confirmation page.


CREATING A TAX PAYMENT

1. Select the **Payment Method**:
 - Manual Entry
 - From Template
2. Select the **Payment Type**:
 - Federal
 - State

CREATING A FEDERAL TAX PAYMENT PAYMENTS • ACH • CREATE ACH TAX PAYMENT

The following information is required when making a Federal Tax Payment:


- Tax Payment Name
- Tax Period End Date
- Tax Code
- Tax Payer ID
- ACH Company Name
- Pay From Account
- Effective Date
- Amount
- Recipient Name
- Recipient Routing Number
- Recipient Account Number
- Recipient Account Type

 **TIP:** Tax Codes with subcategories will have three available Amount/Amount Type fields to categorize accordingly, otherwise the user will just input the tax payment amount.

CREATING A STATE TAX PAYMENT PAYMENTS • ACH • CREATE ACH TAX PAYMENT

The following information is required when making a State Tax Payment:

- State
- Tax Payment Name
- Tax Period End Date
- Tax Code
- Tax Payer ID
- ACH Company Name
- Pay From Account
- Effective Date
- Amount/Amount Type
- Recipient Name
- Recipient Routing Number
- Recipient Account Number
- Recipient Account Type

 **TIP:** A user can manually input a state tax code if it is not available as a selection. A warning indicator will display to ensure the user is aware before they move forward with the payment.

Transaction ID	Description	Amount	Status
ACH00000001	ACH Payment	\$100.00	Completed
ACH00000002	ACH Payment	\$200.00	Completed
ACH00000003	ACH Payment	\$300.00	Completed
ACH00000004	ACH Payment	\$400.00	Completed
ACH00000005	ACH Payment	\$500.00	Completed
ACH00000006	ACH Payment	\$600.00	Completed
ACH00000007	ACH Payment	\$700.00	Completed
ACH00000008	ACH Payment	\$800.00	Completed
ACH00000009	ACH Payment	\$900.00	Completed
ACH00000010	ACH Payment	\$1000.00	Completed

ACH PAYMENT ACTIVITY

PAYMENTS • ACH • ACH PAYMENT ACTIVITY

1. Tax payments will be displayed on the ACH Payment Activity page and can be easily identified by the following updated description:
 - Transaction ID: -T will display after the numeric Transaction ID.
2. Within the ACH Payment Activity search filter, Tax Payment will display as an ACH Type option.
3. When viewing the payment detail a user can take the following actions:
 - Users with the Edit Payment entitlement can edit the payment details based on their partial or full edit entitlement.
 - Users with the Initiate Tax Payment entitlement can create another tax payment using the same payment details. Payment details can also be modified during payment review.

Create ACH Tax Payment

1. Create Payment | 2. Confirmation

Tax Payment Detail - AD00000003010-T

Success! ACH Payment created.

Federal Tax		ACH Company	ACH Account	Recipient Name	Tax
Tax Payment Type:	Federal	ACH Company:	ABC COMPANY	Recipient ID:	Tax
Tax Period End Date:	11/30/2019	Pay From Account:	Chw10002	Recipient ID:	00300402
Tax Code:	0111 - Occupational Tax and Registration Return for Highway	Effective Date:	11/30/2019	Recipient Account Number:	123456789
Tax Paper ID:	123456789	Amount:	\$2.00	Recipient Account Type:	Checking
				Auth:	11/30/2019 12:37:14 PM: Jordan Jordan Payment Initiated 11/30/2019 12:37:09 PM: Jordan Jordan Created

Create Another Payment | ACH Activity