

**STATE OF OHIO**  
**ELECTRONIC FUNDS TRANSFER (EFT) PROGRAM**

**SYSTEM INSTRUCTIONS**

**YOUR CALL MUST BE COMPLETED BY 3:45 p.m. EST/EDT ON THE LAST BANKING DAY BEFORE THE DUE DATE TO BE CONSIDERED TIMELY**

- **DEBIT DATE:** You may choose to warehouse tax payment by calling in up to 45 days in advance to debit your payment amount from your bank account. This date must be a valid banking date, excluding holidays and weekends. If the due date is on a holiday or weekend the due date will be the next valid banking day.

**FOR FASTER REPORTING, PLEASE HAVE THE FOLLOWING INFORMATION READY BEFORE CALLING.**

- **OHIO TAX ID#:** Your 9-digit tax ID (Example: Corporation Franchise, Withholding, Vendor License).

**FEDERAL ID NUMBER IS USED ONLY FOR MOTOR FUEL & PUBLIC UTILITIES**

**SECURITY CODE:** (Refer to the instructions on the reverse side for first time callers #1)

**TAX TYPE CODE:** (Refer to the reverse side for the corresponding tax code descriptions).

**VERIFICATION CODE:** (Two-digit calculated value, using the instructions seen on the reverse side #4)

*REVISED 02/16/05*

**CALL TOLL-FREE: 1-800-240-0225**

1. System: **Welcome to the Ohio Electronic Funds Transfer System.** If you are calling from a touch-tone phone, please press '1' now. If you have a rotary phone please hold the line for operator assistance.  
Caller: 1.
2. System: To expedite your call, please press the pound sign (#) after each entry and after the system repeats your entry. If your entry or what you hear is not correct, press the star key (\*) and the system will re-prompt that field.
3. System: Enter your OHIO Tax ID Number.  
Caller: \_ \_ \_ \_ \_ #.
4. System (repeat): You entered \_ \_ \_ \_ \_ . **Press '#' to accept or '\*' to correct and re-enter.**
5. System: Enter your Security Code.  
Caller: \_ \_ \_ \_ #.
6. System: Enter your Tax Type Code. (See Page 2.)  
Caller: \_ \_ \_ \_ #.
7. System (repeat): You entered \_ \_ \_ \_ \_ . **Press '#' to accept or '\*' to correct and re-enter.**
8. System: To make a tax payment, press '1'. To perform a cancellation or inquiry, press '2' hold for operator assistance. For a Security Code change, press '3'.  
Caller: \_ #.
9. System: **Enter Payroll Date** → (Regular Withholding IT-501, Quarterly Withholding Reconciliation IT-942)  
**Enter Tax Due Date** → (Corporate Franchise, Public Utilities Excise, Premium Insurance, Iolta and Municipal Income)  
**Enter Tax Period Ending Date** → (Direct Pay Permit, Sellers Use, Regular Sales, Consumers Use and Motor Vehicle Fuel Taxes)  
Caller: **MMDDYY #.**
10. System (repeat): You entered (month, day, year). **Press '#' to accept or '\*' to correct and re-enter.**
11. System: Enter the amount of your Tax Payment.  
Caller: \$ \_\_\_\_\_ # (dollars and cents)

12. System (repeat): You entered \_\_\_\_\_ dollars and \_\_\_\_ cents. **Press ‘#’ to accept or ‘\*’ to correct and re-enter.**
13. System: Enter Verification Code.  
 Caller: \_\_ \_\_ #
14. System (repeat): Your entered \_\_\_\_\_. **Press ‘#’ to accept or ‘\*’ to correct and re-enter.**
15. System: Please enter the date you want the funds debited from your account.  
 Caller: MMDDYY #. **This field is required.** Please refer to the Debit Date instructions on the front side of this card.
16. System (repeat): You entered (month, day, year). **Press ‘#’ to accept or ‘\*’ to correct and re-enter.**
17. System: Tax report accepted. Your Reference Number is \_\_\_\_\_. Repeating, your Reference Number is \_\_\_\_\_. **Please record this number for your records.**
18. System: To disconnect, press '1'. To continue with additional functions, press '2'.  
 Caller: 1# - Thank you for using the Ohio EFT System.  
 2# - (proceed to step #19).
19. System: To report for the same Tax ID Number, press '1'. To report for a different Tax ID Number, press '2'.  
 1# - (return to step #6).  
 2# - (return to step #3).

### ***Tax Types Codes Supported Electronically***

- 01101 - Regular Withholding Tax** payment, corresponding to IT-501.
- 01102 - Quarterly Withholding Reconciliation** payment, corresponding to IT-942 (if payment is due).
- 02101 - Corporate Franchise Estimated Tax** payment for January 31<sup>st</sup>, corresponding to FT-1120E.
- 02302 - Corporate Franchise Estimated Tax** payment for March 31<sup>st</sup>, corresponding to FT-1120ER.
- 02303 - Corporate Franchise Estimated Tax** payment for May 31<sup>st</sup>, corresponding to FT-1120EX.
- 02600 - Corporate Franchise tax liability still due**, October 15<sup>th</sup> corresponding to the FT-1120 or FT-1120FI.
- 04200 - Regular Sales Tax** payment, corresponding to UST-1.
- 04001 - Direct Payment Permit** payment, corresponding to UUT-1.
- 04002 - Seller’s Use Tax** payment which corresponds to UST-1
- 04500 - Consumer’s Use Tax** payment, which corresponds to UUT-1.
- 04701 – Non Resident Motor Vehicle Sales Tax**
- 05000 - Motor Vehicle Fuel Tax**, which corresponds to the MF-2.
- 07000 - Regular Public Utilities Excise Tax.**
- 07100 - Premium Insurance.**
- 20001 - Municipal Income Tax – First Quarter.**
- 20002 - Municipal Income Tax – Second Quarter.**
- 20003 - Municipal Income Tax – Third Quarter.**
- 20004 - Municipal Income Tax – Fourth Quarter and Municipal Taxes EX.**
- 88888 – Iolta**

## GENERAL EFT "QUESTION AND ANSWER" SECTION

1. **How do I establish my Security Code if I am reporting my ACH Debit payment for the first time?**  
As a new ACH Debit caller, enter an initial Security Code value of '0000' at step #5. The system will automatically prompt you to change this to a 4-digit numeric code of your choice after you enter your tax type code. Once your new 4-digit Security Code has been recognized and confirmed, you should record it for future use.
  
2. **Can I change my selected Security Code?**  
Yes, at any time and as often as you wish. At step #8, enter '3' to select the "Security Code change" option, then follow along as prompted. You must enter the current Security Code to successfully establish a new Security Code.
  
3. **Do I still report cents if an amount is even dollars?**  
Yes, reporting cents is required, even when zero. You do NOT enter any key for the decimal. The system will automatically assume the cents based on your full entry. (Example: You enter "1000". The system will recognize and repeat the entry as "ten dollars".)
  
4. **How do I calculate the 2-digit Verification Code?**  
As a safeguard for confirming the amount you entered, take the *Tax Payment* and compute the 2-digit Verification Code as follows. (Example \$68,930.25):
 

a. Sum all the digits in the amount together:	$6 + 8 + 9 + 3 + 0 + 2 + 5 = 33$
b. Count the number of digits within the amount:	$6,8,9,3,0,2,5 = 7$ digits
c. Then, add a. and b. together:	$33 + 7 = 40$

 The final 2-digit number is the value you must enter at step #13 above. For a \$0.00 amount, enter a Verification Code of 01.
  
5. **What is the value of the 5-digit REFERENCE NUMBER at the end of the call?**  
This is a system-generated value to confirm each completed payment. It's valuable in locating payment information when an inquiry, cancellation (see items #6 and 7 below) or research is necessary. Please retain this number in your records for each payment reported.
  
6. **What is the cancellation feature and when would I use it (step #8)?**  
This allows you to cancel any payment you feel was reported in error but has NOT yet been debited from your account. To perform a cancellation, you must complete it before 3:45 pm EDT/EST on the banking day prior to the selected debit date. Supply the operator with the payment's 5-digit *Reference Number*, then a new *Reference Number* will be given to you upon confirmed cancellation. Please note that a payment, upon cancellation, must be re-reported in its entirety. **YOU MUST CALL 1-800-240-0225 FIRST**
  
7. **What is the inquiry feature? (step #8)**  
This enables you to review a particular payment's information for the current day or any payment made within the last 45 days. The date and time of the call, the specified debit date and the *Reference Number* can all be confirmed through the payment inquiry. **YOU MUST CALL 1-800-240-0225 FIRST**
  
8. **What if I am not able to enter my debit date?**  
Entering the debit date is a required field (step #15). If you enter an incorrect banking date, or the debit date entered is too far in the future, the system will re-prompt this field. You may refer to the inquiry feature to verify the debit date (see #7).