



EFT-1 Authorization Agreement for Certain Electronic Payments

Read this information first: Complete this form **ONLY** if you 1) want to pay amounts owed to the Illinois Department of Revenue using pay-by-phone debit or cigarette tax stamp purchase debit; or 2) are changing previously submitted information about one of the methods of payment listed above.

Note: For most taxes, electronic payments can be made easily using MyTax Illinois available at mytax.illinois.gov. Do not complete Form EFT-1 if you pay using MyTax Illinois.

Step 1: Complete the following information

1 Check the payment method you wish to use.

- Pay-by-phone debit
- Cigarette tax stamp purchase debit

2 If amending a previously submitted Form EFT-1

a Write the effective date of the change ____ / ____ / ____

b Reason for amending: _____

Step 2: Identify yourself

3 _____
Taxpayer's name

5 _____ - _____ - _____ - _____
Federal employer identification number (FEIN)

4 _____
Address

6 _____ - _____ - _____ - _____
Social Security number (SSN)

City State ZIP

Step 3: Complete designated agent or contact person information

7 _____
Designated agent's or contact person's name

9 (_____) _____ (_____) _____
Telephone Fax

8 _____
Address

10 _____
Email address

City State ZIP

11 _____
Signature authorization (authorized officer of designated agent or contact person)

Step 4: Check the taxes for which you wish to authorize these payments

Illinois income taxes:

- Individual Income Tax _____
Illinois Account ID number
- Withholding Income Tax _____
Illinois Account ID number
- Business Income Tax _____
Illinois Account ID number

Sales taxes:

- Sales/Use Tax & E911 Surcharge _____
Illinois Account ID number
- Chicago Soft Drink Tax _____
Illinois Account ID number
- County Motor Fuel Tax _____
Illinois Account ID number
- MPEA Food and Beverage Tax _____
Illinois Account ID number
- Prepaid Sales Tax (motor fuel) _____
Illinois Account ID number
- Automobile Renting Tax _____
Illinois Account ID number

Excise taxes:

- Cigarette Tax Stamp Purchase _____
Illinois Account ID number
- Electricity Dist. and Inv Cap Tax _____
Illinois Account ID number
- Electricity Excise Tax _____
Illinois Account ID number
- Gas Revenue/Gas Use Tax _____
Illinois Account ID number
- Hotel Operators Occupation Tax _____
Illinois Account ID number
- Liquor Tax - Airline _____
Illinois Account ID number
- Liquor Tax - Importer/MFTR/Dist _____
Illinois Account ID number
- Liquor Tax - Direct Wine Shipper _____
Illinois Account ID number
- Telecommunications Excise Tax _____
Illinois Account ID number
- Telecom Infrastruct. Maint Fee _____
Illinois Account ID number
- Tobacco Products Tax _____
(not for Cigarette Tax Stamps) Illinois Account ID number

Step 5: Complete the following financial institution information for debit withdrawals

- 12 _____ 15 Check one: Business or Individual/Consumer
Financial institution's name
- 13 _____ 16 Check one: Checking or Savings
Name on account
- 14 _____ 17 _____
Account number Routing transit number

Step 6: Sign and complete

The signature of the taxpayer, authorized officer, or partner is required, as well as the title and date (even if you are using a designated agent).

For the debit payment method, I agree and understand that I am authorizing the Illinois Department of Revenue (IDOR) to make withdrawals from the financial institution account listed in Step 5 when payments are scheduled.

Under penalties of perjury, I state that I have examined this form and to the best of my knowledge it is true, correct, and complete. The Illinois Department of Revenue is authorized to use this information in accordance with the Department of Revenue Law of the Civil Administrative Code of Illinois and all applicable Illinois tax acts. This agreement shall remain in force until the Department receives written notification from the taxpayer.

Signature of taxpayer, authorized officer, or partner

Title

____ / ____ / ____
Date

Form EFT-1 Instructions**General Information****What payment methods require that I complete Form EFT-1?**

Certain ACH Debits -

- Pay-by-phone debit method: This option is available for most tax accounts. You must complete a separate Form EFT-1 for each account from which you will make payments.
- Cigarette tax stamp purchasers: You are required to use the debit payment method for your cigarette tax stamp orders. You must complete Form EFT-1 for the account from which you will make payments.

IMPORTANT: Do not complete Form EFT-1 to make the following electronic payments: 1) debit using MyTax Illinois at tax.illinois.gov; 2) direct file debit; or 3) credit card option for Illinois Individual Income Tax (follow the instructions at tax.illinois.gov and please note a convenience fee will be assessed for each credit card transaction).

Where do I send my completed Form EFT-1?

Mail to: **ELECTRONIC PAYMENTS SECTION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19015
SPRINGFIELD IL 62794-9015**

Fax number: **217 524-8282**

What if I need help?

If you encounter any problems or have any questions regarding ACH payments, please contact the Electronic Payments Section at **217 782-6257** or REV.taxpay@illinois.gov.

Specific Instructions**Step 1: Complete the following information**

Check the payment method you wish to use and whether this is an initial registration or if you are changing information you previously provided. Attach additional sheets if necessary.

Step 3: Complete designated agent or contact person information

If a designated agent will be transferring payments, complete Step 3. If the designated agent is completing Form EFT-1 on behalf of a taxpayer, the taxpayer must provide a signature in Step 6, unless a signed Form IL-2848-E is kept in the designated agent's books and records.

Note: If the pay-by-phone option will be used and the bank account is the designated agent's, an authorized officer of the agent must sign on Step 3, Line 11, to authorize us to debit that account.

The contact person should be the person who will be initiating and making the payment transfer. Include the telephone number, fax number, and email address.