

# EFT-1

## Authorization Agreement for Electronic Funds Transfers

Connecticut Tax Registration Number
Tax Type

See back for instructions. Please print or type. Complete in blue or black ink only.

Enter company name and mailing address.



### Part 1: Electronic Funds Transfer (EFT) Contact

All ACH Credit applicants must complete this section.

#### Primary EFT Contact Person

Name		Telephone Number (    )	
Company Name or Service Provider			
Email Address			
Address (number and street)	City	State	ZIP Code

### Part 2: Payment Options

#### ACH Debit (Direct Payment)

To make a direct payment using the Department of Revenue Services (DRS) *Taxpayer Service Center (TSC)*, you need not submit form EFT-1 to DRS. Simply access the **TSC** on the DRS website at [www.ct.gov/DRS](http://www.ct.gov/DRS) or by telephone at **860-289-4829**.

#### ACH Credit

Payment related information must be sent in the standard National Automated Clearing House Association (NACHA) CCD + TXP format. Confirm with your bank representative that you and your bank are able to initiate ACH credit transactions. We will mail instructions and formats to the EFT contact person after we receive a completed authorization agreement.

Please provide the following information:

#### Bank Information

Bank Name			
Bank Address (number and street)	City	State	ZIP Code
Taxpayer (Owner, Partner, or Corporate Officer) Signature	Title		Date

# EFT-1 Instructions

Complete the return in blue or black ink only.

## Part 1: Electronic Funds Transfers (EFT) Contact

### EFT contact person

Enter the name of the primary contact person. The primary contact person should be the individual responsible for the initiation of the EFT payment.

### Company Name or Service Provider

Enter the name of the company responsible for initiating the electronic payments.

### Address

Enter the mailing address to be used for EFT correspondence.

### Telephone Number and Email Address

Enter the telephone number and email address for the EFT contact person.

## Part 2: Payment Options

### ACH Debit (Direct Payment)

Taxpayers required to make payment electronically must initiate payment prior to 4:30 p.m. Eastern time on the last banking day before the due date.

Making a direct payment using the **TSC**, you provide your banking information and authorize DRS to initiate the EFT by entering the amount of the payment and the date of transfer. You do not have to preregister or submit **Form EFT-1** to DRS.

### Taxpayer Service Center

The **TSC** is an interactive electronic services site that is a fast, free, accurate, and secure way to electronically file eligible tax returns and pay the tax due, or to initiate a payment-only transaction. Access the **TSC** on the Internet at [www.ct.gov/DRS](http://www.ct.gov/DRS) or to telefile call **860-289-4829**. You will be prompted to use your preassigned PIN or to provide certain information from a previously filed return.

If you are required to remit your sales and use taxes, admissions and dues tax, business use tax, room occupancy tax, nursing home user fee, or withholding tax electronically, you are also required to file the returns for these taxes electronically using the **TSC**.

You may use the **TSC** to file the following returns on the Internet or by telephone:

- **Form OS-114**, *Sales and Use Tax Return*;
- **OP-210**, *Room Occupancy Tax Return*;
- **Form CT-WH**, *Connecticut Withholding Tax Payment*; and
- **Form CT-941**, *Connecticut Quarterly Reconciliation of Withholding*.

The following returns are available electronically only on the Internet:

- **Form CT-945**, *Connecticut Annual Reconciliation of Withholding for Nonpayroll Amounts*;
- **Form CT-8109**, *Connecticut Withholding Tax Payment Form for Nonpayroll Amounts*;
- **Form OP-424**, *Business Entity Tax Return*;
- **Form 472**, *Attorney Occupational Tax Return*;
- **OP-336**, *Nursing Home User Fee*;
- **CT-1120ES**, *Estimated Corporation Business Tax*; and
- **O-372**, *Admissions and Dues Tax Return*.

See **Informational Publication 2007(8)**, *Paying Connecticut Taxes by Electronic Funds Transfer*, for more information and for a list of additional taxes that can be filed electronically.

### ACH Credit

You must send ACH credit transactions in the standard NACHA CCD+TXP format. You should confirm with your bank representative that you and your bank are able to initiate ACH credit transactions. DRS will provide the EFT contact person with additional instructions after DRS receives the completed Form EFT-1.

If you are required to remit your sales and use taxes, admissions and dues tax, business use tax, room occupancy tax, nursing home user fee, or withholding tax electronically, you are also required to file the returns for these taxes electronically using the **TSC**.

### Bank Name

Enter the name of the bank you will use for EFT.

### Bank Address

Enter the address of the bank branch you will use.

### Taxpayer Signature

An owner, partner, or corporate officer must sign Form EFT-1.

### Mailing Address

Complete this form and mail to:

Department of Revenue Services  
PO Box 2937  
Hartford CT 06104-2937

## Payroll Companies and Tax Payment Services

### ACH Debit

You do not have to preregister or submit Form EFT-1 to access the **TSC**.

### ACH Credit

Companies may submit a completed Form EFT-1 for each taxpayer, or they may submit one Form EFT-1 that includes the EFT contact person, bank information, and attach a separate list with the name, Connecticut Tax Registration Number, and Federal Identification Number of each taxpayer.

**EFT Unit Telephone Number:** 860-297-4973  
**EFT Unit Fax Number:** 860-297-4761  
**EFT Unit Email Address:** [ct.eft@po.state.ct.us](mailto:ct.eft@po.state.ct.us)

## Forms and Publications

Forms and publications are available anytime:

- **Internet:** Visit the DRS website at [www.ct.gov/DRS](http://www.ct.gov/DRS) to download and print Connecticut tax forms; **or**
- **Telephone:** Call **1-800-382-9463** (Connecticut calls outside the greater Hartford calling area only) and select **Option 2** from a touch-tone phone, or call **860-297-4753** (from anywhere).