Electronic Federal Tax Payment System (EFTPS)

Enrollment Instructions for Individuals

For Individuals: *(used for paying estimated taxes)*

1. Go to https://www.eftps.gov/eftps/, and select **Enroll** on the right side of the screen.
2. Read and **Accept** the Privacy Act and Paperwork Reduction Act by checking the box, and choose Enroll me as an **Individual**.
3. Enter your Personal Information, Contact Information and Financial Information as required and select **Review**. *(This should all be for you personally, not the business.)*
4. Review your information and make any necessary changes.
5. Read and accept the Debit Authorization Agreement and provide an electronic signature.
6. Select **Complete**.
7. In five to seven days after your enrollment is submitted, you will receive your PIN and enrollment number via U.S. Mail.
8. Follow the instructions on the document you received to complete your enrollment.

To Make a Payment:

1. **Login** to your EFTPS account using your social security number, PIN and password.
2. Select **Make a Payment**
3. Use the following selections:
    a. **Tax Form** – 1040
    b. **Type** – Estimated Taxes
    c. **Year** – 2019
    d. **Payment Amount** – Amount Specified
    e. **Bank Account** – Verify your Personal Bank Account Information
4. Follow the prompts to make the payment, and be sure to **save a copy of the payment acknowledgement** for tax purposes.

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