

Washington State Department of Revenue
Instructions for Initiating
Electronic Funds Transfer (EFT) Payments
By PC/Terminal

DOR Reporting Number:

Important Information - Please Read Carefully

- Your Location Number is _____. Your Password is _____. This information ensures that only you can initiate Automated Clearing House (ACH) transactions from your bank account. Please keep these numbers secure and DO NOT surrender this information to anyone not associated with the ACH network.
- You must complete the transaction from your PC/terminal before 5:00 PM Pacific Time, on the banking day prior to the date your excise tax payment is due. Transactions completed after the deadline will incur a penalty.
- You have the ability to initiate the payment with a future effective date to help make your payment timely. Your account will not be drafted until the date specified and you may avoid any possible late penalties for missing the payment deadline. This is called 'warehousing' the payment.
- The effective date of the transaction and the date that you initiate the transaction cannot be the same. If they are, the transfer will occur the following banking day.
- To cancel the transaction once you are logged on to the system and prior to disconnecting from it, simply enter *** (three asterisks) and press <Enter>. The entire transaction will be canceled and you can begin re-entering the transaction with Step #7 listed below. To correct or cancel a transaction see the appropriate sections for correcting a transaction or canceling a transaction on the following pages of these instructions.

Initiating a Transaction - Please follow each step in the exact order given.

1. Calculate the check digit. Add up the number of digits in the payment amount along with the numerical value of all the digits. For example, the check digit for a payment of \$23,400.50 equals 21. It is calculated as follows:

$$\begin{array}{rcl} 2,3,4,0,0,5,0 & = & 7 \text{ digits} \\ 2+3+4+0+0+5+0 & = & 14 \\ \text{The Check Digit} & = & 21 \end{array}$$

2. Configure your modem software so that parity, data bits and stop bits are N-8-1 (these are default settings for most modern modems within most Microsoft Windows environments).

3. Use one of the numbers listed below to establish a connection with the ACH network. You will see the message "CONNECT" when you have established a connection.
 - Dial (866) 883-7650 for all modem speeds.
4. Press <Enter> twice once you see the connect message on the computer screen. The screen should then display the message "Autonet Line XXXX" and prompt you to enter a "Command"
5. Type 30547,1001 and press <Enter> in order to access the network.
6. Type 597 and press <Enter> to confirm when the system displays "Network Services" followed by six black squares and "Password."
7. Your screen will display "Welcome to the Department of Revenue's EFT Service" and other logon information. Type your "Location Number" and press <Enter> to confirm. Your Location Number is:

_____ Location Number
8. Type in your company's "Password" and press <Enter> to confirm. Your password is:

_____ Location Password
9. Your screen will display "Deposit Data Reporting Services." You will then be prompted as follows:

(E,C,I) Entry, Correction or Inquiry --

You should choose entry "E" to initiate a new payment, correction "C" to correct a payment already completed or "I" (inquiry) to view the previously completed information.
10. Type "E" and then press <Enter> to confirm. You are now logged onto the system and ready to begin entering your tax payment information.
11. The system will prompt you for the "Effective Entry Date (MM/DD/YY)". Type in the date you want the payment to be transferred in the following format and then press <Enter> to confirm:

MM/DD/YY (i.e. 01/21/03 for January 21, 2003)

Please Note: To avoid penalties, this date should not be later than the EFT due date. The EFT due date is one banking day after the tax return due date. A flyer listing the EFT payment due dates is available from the Dept. of Revenue.

12. The system will prompt you with "(1) Tax Amount". Type in your tax payment amount and press <Enter> to confirm. The maximum payment amount that can be transferred is \$999,999,999.00. Enter the dollars and cents exactly as shown in the following example of a tax payment amount of \$23,400.50:

Example: 23400.50

The system will display the check digit that it has calculated based on the amount you entered. Compare it to one you calculated in Step #1. If the two do not match, recalculate the check digit. If the two are still not equal, cancel the transaction and start over with Step #7. To cancel, enter three asterisks (***) and press <Enter> to confirm once the next field is displayed.

13. The system will prompt you with "(2) Tax Type." Always type 1 for excise tax.
14. The system will prompt you with "(3) Tax Period Frequency." Enter the frequency code for the tax you are paying. Enter 1 for Monthly, 2 for Quarterly, or 3 for Annual.

Examples: 1 (monthly) or 2 (quarterly) or 3 (annual)

15. The system will prompt you with "(4) Tax Period." Enter the tax period as shown below based on the tax period frequency.

For Monthly enter MMYYY

For Quarterly enter QQYY

For Annual enter 01YY

For example: May 2003 entered as 0503

For example: 2nd Qtr 2003 entered as 0203

For example: 2003 entered as 0100

Examples: 0503 (monthly) or 0203 (quarterly) or 0103 (annual)

16. The system will prompt you with "(5) Invoice Number". Enter the invoice number for your Balance Due, Tax Assessment or Tax Warrant Payment, or hit<ENTER> to continue.
17. The system will display a trace number for your records once all the information has been entered. Please make a note of the number so the Department of Revenue can trace your transaction should the need arise. Type "DONE" and press <Enter> to log off the system.

Correcting a Transaction

You have the ability to correct a transaction before 5:00 PM Pacific, on the same day the original transaction was called in. If you need to correct a transaction after 5:00PM Pacific Time or on a following day you should contact an EFT representative at the Department of Revenue at telephone number (360) 902-7170.

Please follow these steps to correct a transaction through the ACH network on the same day before 5:00 PM Pacific Time.

1. Establish a connection with the system by following steps 1-8 listed above.

2. Type "C" for correction when the system displays (E, C, I) Entry, Correction or Inquiry. Press <Enter> to confirm.
3. Type the original effective date when asked for it. Use the format of "MM/DD/YY" and then press <Enter> to confirm.
4. Type a new effective date when asked for it. Press <Enter> to confirm.
5. Type the ORIGINAL trace number when asked for it. Press <Enter> to confirm.
6. Type the correct Tax Amount when asked for it. Press <Enter> to confirm.
7. Type the correct Tax Type when asked for it. Press <Enter> to confirm.
8. Type the correct Tax Period Frequency when asked for it. Press <Enter> to confirm.
9. Type the correct Tax Period when asked to enter a new date. See the format in Step 15 above for monthly, quarterly and annual payments. Press <Enter> to confirm.
10. The system will ask for a field number. Type "DONE" and press <Enter> to confirm that you have completed your corrections. The system will provide you with a new trace number.
11. Type "DONE" or *** and press <Enter> to log off the system when you are asked for the next location number.

Canceling a Transaction

You have the ability to cancel a transaction before 5:00 PM Pacific Time on the same day the original transaction was entered. You cannot cancel a transaction after this time.

1. To cancel a transaction follow Steps 1-4 of the correcting instructions above.
2. When the system displays the previously entered tax amount and asks you for a new value, type "PURGE". Press <Enter> to confirm.
3. The system will provide you with a new trace number. Follow Step 8 above to log off the system. WINDOWS 95 USERS

Windows 95 Users

Windows 95 users can set up shortcuts (icons) on their desktops to run their own Windows 3.1 based communications software. Communications software is available from any software vendor.

How Else Can We Help

An EFT representative at the Department of Revenue is available to assist should you have any additional questions about an EFT transaction, have other tax related questions or any system related questions. Please contact a representative at (360) 902-7170.

Please Note: The Department of Revenue does not currently provide computer technical support for EFT taxpayers using their own PC/terminal to initiate tax payments. If you need assistance setting up your computer to make electronic payments, please consult your own computer technical support staff or an independent provider.