Enrolling a Local with EFTPS.gov

Here's how to start the process to pay your Local's taxes electronically.
The EFTPS website is used by businesses to make tax payments each month.

**Step 1**
Visit [www.eftps.gov](http://www.eftps.gov), then click the “ENROLL” button.

**Step 2**
Read and accept the disclaimer, then click the “BUSINESS” button.
Step 3

Enter the Local's EIN number, then fill out the form.
Once the form is completed, scroll down to the “Financial Information" section and enter the bank routing number, account number and account type for the Local's accounts. Once complete, click the “Review” button.
Step 4

Read the authorization agreement, sign your name and re-enter the Local's EIN number. Then click the "I accept the authorization agreements above" box and click "Complete".

Please review your enrollment information before selecting Complete. To make changes select Enroll or select the information you entered.
Step 5

Print or save the document with your enrollment number, then wait for a notice to arrive in the mail that has the Local’s EFTPS PIN. This PIN will stay with the Local permanently, so keep these documents safe. You will use the PIN each time you log into the EFTPS website to make a payment.

If you have any questions or concerns when signing up for an EFPTS account, please email fieldauditor@group.smart-union.org or call Field Auditor support at 216-228-9400.