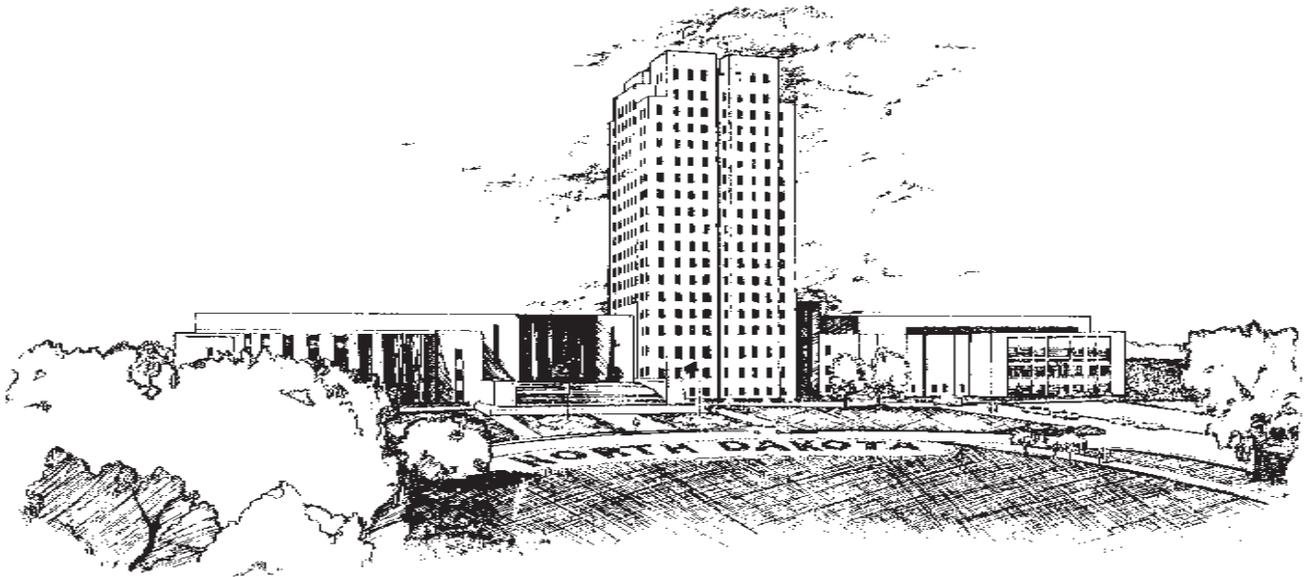


**North Dakota
Office of State Tax Commissioner**



**WITHHOLDING
E-FILE HANDBOOK**
For ACH Debit Electronic Funds Transfer

**CORY FONG
TAX COMMISSIONER
October 2003**



INTRODUCTION

The Office of State Tax Commissioner has established a voluntary program for businesses to file their state income tax withholding returns (Form 306) electronically through Electronic Funds Transfer (EFT) using the North Dakota Withholding Telefile system. Filing returns and remitting payments are handled through a toll-free telephone call using a touch tone telephone.

Advantages to using the Telefile system are:

- The cost and time to write checks are eliminated.
- You know exactly when your account will be debited.
- You are assured that the funds are received on time, every time.
- You can use the Telefile system without any significant investment, such as computers or remittance processing hardware.
- The call and bank processing charges are paid for paidpaid forfor by the State, meaning no cost to you.
- Telefile is available 24 hours a day, seven days a week.

We realize that you may have many questions about how to electronically file and pay your state income tax withholding. This Withholding E-File Handbook is intended to provide answers to most frequently asked questions and specific information about our new electronic filing option for state income tax withholding.

PARTICIPATION

Who can telefile?

Any employer who currently files income tax withholding returns is eligible to apply for Telefile.

Is participation in the North Dakota Withholding Telefile program voluntary?

Completely. You may continue filing your withholding tax using a paper return, if that's what you prefer. Telefile is an "option" that many North Dakota businesses have requested. You may already be using a similar electronic system to file your federal withholding taxes. However, effective August 1, 2003 there was a law change to require payroll services to file state withholding electronically if they file and pay withholding taxes for federal purposes.

PAYMENT OPTION

What electronic payment options are allowed?

Two payments available ACH Debit (Automated Clearing House Debit) which allows for paying your state income tax withholding by telephone.

For information on ACH credit option. To obtain the E-file withholding handbook for ACH credit, you may find this on our web site at www.nd.gov/tax.

What is an ACH Debit?

An ACH Debit is a banking term for the electronic transfer of funds. Under this payment option, you authorize the State of North Dakota to electronically transfer tax payments from your bank account to the State's account. Any bank processing fees are paid by the State.

How does this differ from an ACH Credit?

An ACH Credit is where you contact your bank and instruct them to initiate the electronic transfer of your tax payment from your bank account to the State's account. You pay for any fees your bank may charge for this service.

How do I initiate an ACH Debit?

First you must register with the Office of State Tax Commissioner to file your income tax withholding electronically. Once approved, you initiate the tax payment through a touch tone telephone to a toll-free number with the North Dakota Withholding Telefile system. You will be prompted to enter your account number and return information using the touch tone keypad. There is no cost to you. No software. No hardware. No transmission charges. No paper returns to file. One call does it all - files your return and takes care of your tax payment.

SECURITY

What about security?

We've built a secure system for your income tax withholding and banking information. In order to access the Telefile system, you have to input both your taxpayer ID number and a personal identification number (PIN). The first time you call our system you'll be asked to assign yourself a PIN which only you will know. We have contracted with a service center to maintain the Telefile system and your PIN.

Can the State withdraw funds from my bank account without my knowledge?

No. We will not withdraw funds from your account until you file and confirm the amount to be remitted. Your bank information is used only to create the ACH Debit that you authorized with your taxpayer ID number and unique PIN.

What do I do if I forget my PIN?

You will need to call the Withholding Tax Section. After answering specific questions pertaining to your account to verify you are the taxpayer, we will assign you a temporary PIN. You will be instructed when you can access the Telefile system with your temporary PIN. The Telefile system will prompt you to change this PIN again to one only you will know.

You may contact our Withholding Tax Section at (701) 328-3125, 8:00 a.m. - 5:00 p.m., Central Time (CT), Monday through Friday, excluding holidays.

How do I know my telefiled return and payment have been accepted?

After you have entered your return and payment information over the telephone, you will be prompted to confirm your entries and wait for a confirmation number. This confirmation number identifies that your return and payment have been accepted and enables us to track your transaction, if there are any problems. Write your confirmation number down each time you telefile for future reference. You will need to provide us that number if you call us about information on your income tax withholding return or payment, or other information about your account.

REGISTRATION REQUIREMENTS***Do I have to register to electronically file and pay my state income tax withholding?***

Yes. If you are currently registered with us to report the state income tax withholding, you only need to complete and sign a Form 301-EF, Application for Withholding Tax E-File Participation. A copy of the form is included in this handbook for future use. Mail the completed form along with a copy of a voided check from your bank account to our office. Your voided check is only used to verify the name, bank account and routing transit number information to ensure the ACH Debit you authorize is applied to the proper account.

You will be notified when you have been accepted to begin filing your state income tax withholding electronically. Please allow up to four weeks to process your application.

A “pre-note” ACH debit (zero transaction) will be initiated on your behalf by the State prior to approving your application. This is to test the accuracy of account numbers, routing transit numbers, and other features of the processing system before any funds are actually involved.

What do I do if I want to electronically file my withholding tax returns and I am not currently registered with the Office of State Tax Commissioner to withhold state income tax?

First, you must register to withhold North Dakota income tax by completing and signing Form 301, Application to Register for North Dakota Income Tax Withholding. A state taxpayer ID number will be assigned to you to use in filing your income tax withholding returns. This state ID number is 11 digits, which is your federal taxpayer ID number, and a state-assigned 2-digit suffix.

To apply for electronic filing, you must also complete and sign Form 301-EF, and submit it with a copy of a voided check from your bank account. If you want to submit both forms at the same time, just leave the box for your state withholding account number blank on Form 301-EF. We will complete it when we process Form 301 and assign you a state taxpayer ID number.

Form 301 and Form 301-EF are also available from our web site: www.nd.gov/tax.

I use a payroll service to file my state income tax withholding. Can my payroll service participate in electronic filing?

Yes. Effective August 1, 2003 there was a law change to require payroll services to file state withholding electronically if they file and pay withholding taxes for federal purposes. A section on the E-File application accommodates payroll services (“Service Provider”). It is important to identify the service provider who handles the filing of your state income tax withholding returns so we can discuss with them any problems with the tax filings made on your behalf. Also, if the bank account used for electronic funds transfer belongs to the Service Provider, an authorized officer or individual of the Service Provider must also sign the

Form 301-EF. If the Service Provider completes the form for you, you must also sign the form to authorize participation in our Withholding E-File program.

Helpful hints for registration:

- The E-File contact person should be the person who will actually be involved in the initiation and making of the electronic filing of your state income tax withholding. Be sure to include a phone number.
- If you are a Service Provider completing the application on behalf of a taxpayer, be sure to have the taxpayer sign and date the application.
- If you are a Service Provider and the bank account belongs to the Service Provider, you must sign the application in Section 2.
- Please verify your bank account number and routing transit number. Make sure they are correct and legible.
- Remember to include a copy of a voided check to verify the bank account information provided in Section 3 of the application.
- Mail the original signed application and voided check to the address noted at the bottom of the application. Faxed copies cannot be accepted.

Will I still get a paper return once I register for Telefile?

No. When we notify you that you are registered to begin telefiling, you will no longer receive a withholding tax return. Before the due date, we will send you a reminder notice, either by E-mail, if you have provided an e-mail address, or via U.S. mail. These reminder notices can serve as your taxpayer's copy to record the telefiling of your return and the confirmation number. However, if you do not receive the reminder notice, you are still required to telefile your state income tax withholding by the due date, even if you owe no tax, to avoid any late filing charges.

CHANGES TO ACCOUNT

What do I do if I change banks or bank account numbers, or my bank notifies me they are changing my account number?

You must complete another Form 301-EF to advise us of your change. Check the appropriate box(s) on the application identifying the change. All information requested on the form must be provided for any change you are making. An extra form is included

with this handbook. You may also call or write us for another form, or download the form from our web site: www.nd.gov/tax. We will need to re-verify your change and do a "pre-note" on the new bank account. You should notify us at least 30 days prior to when the change will take effect to avoid disruption of your ability to file your income tax withholding returns electronically by the required due dates.

What if I want to stop filing my state income tax withholding returns electronically and go back to a paper return?

If you find that the ACH debit payment method does not meet your business needs, you need to notify us in writing that you wish to terminate your electronic filing option at least 30 days prior to when the termination is to take effect. We will acknowledge your request, and begin sending you paper tax returns again.

What if I quit or change my Service Provider?

You must complete a new Form 301-EF advising us of the change. This is very important if the bank account used to make your tax payments is owned by the Service Provider. We need to update our records so future filings debit the proper bank account.

I don't know the PIN that my previous Service Provider used to telefile my returns. What do I do now?

First, you should complete a new Form 301-EF to notify us of the change. Next, you will need to call the Withholding Tax Section. After answering specific questions pertaining to your account to verify you are the taxpayer, we will assign you a temporary PIN. You will be instructed when you can access the Telefile system with your temporary PIN. The Telefile system will prompt you to change this PIN again, to one only you will know.

You may contact our Withholding Tax Section at (701) 328-3125, 8:00 a.m. - 5:00 p.m. (CT), Monday through Friday, excluding holidays.

Do I have to do anything if the business retains the same account numbers, but the ownership or corporate officers have changed?

Yes. You have to complete a new Form 301, Application to Register for North Dakota Income Tax Withholding, each time there is a change in the corporate officers responsible for the state income tax withholding returns.

DUE DATES

When must I call to be sure my telefiled return and payment are timely?

You must successfully complete your call no later than midnight (12:00 a.m.) Central Time (CT) on the due date. The due date remains the same as for paper returns, which falls on the last day of the month following the end of the tax period. Due dates for each calendar quarter are:

| <u>Calendar Quarter</u> | <u>Due Date</u> |
|---------------------------------|-----------------|
| January, February and March | April 30 |
| April, May, and June | July 31 |
| July, August, and September | October 31 |
| October, November, and December | January 31 |

An annual filing option is available to eligible employers which may be filed for the entire calendar year on or before January 31 following the end of the calendar year. Contact the Office of State Tax Commissioner for information on the procedures that apply for annual filing. Under certain circumstances, the Tax Commissioner may require monthly filings. Requests to file monthly returns are subject to the Tax Commissioner's approval.

What if I am making my call from outside the Central Time Zone?

Remember, your call must be completed no later than midnight (12:00 a.m.) Central Time (CT). Therefore, if you are calling from outside the Central Time Zone, you must complete your call no later than:

| | |
|------------|---------------|
| 8:00 p.m. | Hawaii |
| 9:00 p.m. | Alaska |
| 10:00 p.m. | Pacific Time |
| 11:00 p.m. | Mountain Time |
| 1:00 a.m. | Eastern Time |
| 2:00 a.m. | Atlantic Time |

During Daylight Savings (April - October), if you are calling from a state that does not follow the switch to Daylight Savings, you need to adjust the above times to still complete your call according to Central Daylight Savings Time.

What if the due date is on a weekend or holiday?

The due date falls to the next business day. You must successfully complete your call no later than midnight (12:00 a.m.) Central Time (CT) on the due date. For example, if the due date April 30 is a Sunday, you will

have until midnight Central Time, Monday, May 1, to successfully complete your call for the return and payment to be timely.

What if I do not owe any tax for a specific reporting period?

You are still required to telefile your withholding tax information, since the "zero" payment also constitutes your return. When prompted during your call, enter "0" for the withholding tax payment due.

PENALTY AND INTEREST

What happens if I don't telefile my return and payment by the due date?

The same penalty and interest provisions for paper returns and checks apply if you do not telefile, or telefile after the due date. The Telefile system will compute a 5% penalty (minimum \$5.00), and 1% interest for each subsequent month, or fraction thereof that the return is late. Additional penalty will be separately billed by our office if you have previously been delinquent on filing your state income tax withholding returns. An employer with over 3 delinquent returns or payments is subject to the following penalties:

| | |
|---------------------|-------------------------|
| 4 - 8 delinquencies | 10% of tax due or \$25 |
| 9 or more | 15% of tax due or \$100 |

What proof do I have that I telefiled my return by the due date if I get a late notice from your office?

You will get a confirmation number as proof of your filing, at the end of your call for each return and payment you file. This number can be traced. Please write down this number and keep it with your tax records for future reference. If you receive a billing for penalty or a notice stating you did not file, we will ask you to furnish the confirmation number provided during your call, along with bank statements or other evidence from the bank that the transaction was settled.

What happens if I can't get through to the Telefile system on the due date? Will I be charged the penalty?

Your return is considered late if not filed by midnight (12:00 a.m.) Central Time (CT) on the due date and you will be charged penalty. If you are denied access to the Telefile system due to problems beyond your control, you need to call our Withholding Tax Assistance line by the next business day to explain

the problem. If we determine that you used “due diligence” in your attempt to initiate a payment in a timely manner, the penalty will be waived.

Read the section on *Warehousing Payments* that avoids the last minute rush to file, busy phone lines, and possible mechanical problems.

WAREHOUSING PAYMENTS

What is meant by warehousing a payment?

Warehousing a payment means to select a date in the future, but no later than the due date, for when you want your bank account debited for the tax due. This option is available with our Withholding Telefile system. You don’t have to file on the due date, and you can select any date, up to the due date to have your funds withdrawn from your account.

We’re providing this option for your convenience to help avoid the last minute rush to file and possible busy signals into the Telefile system, while still giving you the choice of when your payment is made.

How do I warehouse a payment?

If you call our Telefile system prior to the due date, you will be prompted to select when you would like to pay your tax:

- To pay the tax the next business day, press 1.
- To pay the tax on the due date, press 2.
- To select another date, press 3.

Returns telefiled within 3 days of the due date, or after the due date, will not be allowed to warehouse the tax payment.

How far in advance can I telefile my state withholding tax?

The earliest you can telefile for the current tax period is the last day of the tax period. For example, the quarter ending March 31, due by April 30 can be telefiled starting March 31.

MULTIPLE TAX PERIODS/ACCOUNTS

Can more than one tax period for my account be telefiled in the same phone call?

Yes. The Telefile system will maintain the current tax period due, and any prior periods not yet filed. After completing the filing of one return, you will be asked if you wish to file another return for the same account.

There is no need to re-enter your account number or PIN to file multiple returns.

Since the due date for prior periods will have passed, penalty and interest will be added to any tax due. Any tax periods that have been previously assessed by this office for failure to file may not be filed through Telefile.

Can telefiling more than one withholding account be done in the same phone call?

Yes. After completing the filing of one return you will be asked if you wish to file another for the same account or for another account. In choosing to file for another account, you will start at the beginning menu again and be prompted to enter the other account number and appropriate PIN. There is no limit to the number of accounts you can file for in the same phone call.

ERRORS AND AMENDED RETURNS

I made an error when telefiling my withholding tax. Is it possible to change it?

No. Once you have confirmed your payment, and received a confirmation number, your filing has been recorded. If the error could result in an overdraft on your bank account, contact our office before 10:00 a.m. Central Time, the next business day to alert us of the error. We will attempt to cancel your payment if possible, otherwise you will need to file an amended return to obtain a refund of an overpayment or to pay additional tax due.

What should I do if I need to amend my return?

You must contact our office to obtain an amended return (paper). You cannot use Telefile for amended returns.

What should I do if I need to pay additional money due to a notice or an assessment?

You will need to send a check for any payment you owe to us. You cannot use EFT for payments due after you telefile your return.

TROUBLESHOOTING PROBLEMS

When I entered my account number, the Telefile system said I entered an invalid number.

Re-check your account number. Your North Dakota Withholding account number is 11 digits. The first

9 digits are your Federal Identification Number; the last 2 digits have been assigned by our office. Your account number can be found on the Telefile confirmation letter or other tax correspondence we have sent you.

The Telefile system told me the Tax Identification number I entered was not found.

After entering your account number, the Telefile system verifies that you have registered to telefile your North Dakota income tax withholding. When the number entered is not found it either means you have not registered with our office to telefile or you entered the wrong number.

You must register with our office by completing Form 301-EF. We will notify you by letter when you have been accepted to use Telefile. Our Telefile system is updated weekly with new accounts. If you just recently received confirmation that you are registered to use Telefile, please try again in a few days.

If you have not registered for Telefile, or still encounter problems, contact our Withholding Tax Assistance line.

I tried to telefile my state income tax withholding, but the Telefile system tells me my account has no outstanding return periods on record.

A return period is available for Telefile beginning on the last day of the return period. The earliest you can telefile for a current return period is the last day of the period. You will also receive this message if you have already filed your withholding tax return. For further assistance, call our Withholding Tax Assistance line.

I entered a tax period as instructed, but the Telefile system tells me the tax period entered is not available for tax payment.

You have either already filed a return for the tax period you entered, or our office has already issued an assessment for this tax period because you failed to file your return when notified by us. For further assistance, call our Withholding Tax Assistance line.

I get the message that I have exceeded my allowed number of attempts.

You are given three attempts to enter your account number, PIN, and various tax information correctly.

After three attempts you will not be allowed to continue in the Telefile system. For further assistance you will need to call our Withholding Tax Assistance line.

I keep getting the message that the Telefile system is unavailable at this time, or the system is unavailable at this time due to system maintenance, and to try again later. I did, but still nothing changes.

From time to time, the Telefile system must shut down for various technical maintenance. This is expected to last only momentarily and during slower times of the day or a filing period. Emergencies or other problems beyond our control can affect the telephone lines. We hope these times will be minimal and won't disrupt the filing process. If you continue to encounter problems accessing the Telefile system, please call our Withholding Tax Assistance line for further assistance.

I've called the Telefile system several times and keep getting a busy signal.

The Telefile system is available 24 hours, 7 days a week. There will be peak periods when more calls are received from taxpayers when the withholding tax return is due. Try to avoid calling within 3 days of the due date. We allow you to warehouse your payment (see the section on *Warehousing Payments*), so you don't have to wait until the due date to telefile your return.

If you still encounter problems it may mean something is malfunctioning with the system or the telephone lines. Please call our Withholding Tax Assistance line to alert us of your problem in accessing the Telefile system.

WITHHOLDING TELEFILE SYSTEM

(Available 24 hours, 7 days a week)
Toll Free: 1-877-WH-EFILE
(1-877-943-3453)

WITHHOLDING TAX ASSISTANCE

(Office Hours: 8:00 a.m. - 5:00 p.m. Central Time, Mon. - Fri., excluding holidays)
Phone: (701) 328-3125
TTY: 1-800-366-6888 (Relay North Dakota)
Web Site: www.nd.gov/tax
E-Mail: withhold@state.nd.us

10 Easy Steps to Telefile Your North Dakota Withholding

-
- ① You dial: 1-877-WH-EFILE (1-877-943-3453)
- Telefile responds: Welcome to the North Dakota Withholding Telefile System. You may repeat any prompt or clear an entry and re-enter by pressing the star (*) key.
-
- ② Telefile prompts: Using the keypad of your touch-tone telephone, please enter your 11-digit Tax Identification Number followed by the pound (#) key.
- You enter: Your North Dakota 11-digit Withholding account number (Your Federal ID, plus the ND assigned 2-digit suffix)
-
- ③ Telefile prompts: Please enter your 4-digit PIN
- You enter: 4-digit personal identification number (The temporary [default] PIN noted on your confirmation letter is used on the first call, and Telefile will prompt you to select a new PIN for future calls. Your new PIN cannot be the same as the default PIN.)
-
- ④ Telefile prompts: Please enter the 4-digit tax year for which you are making the tax payment.
- You enter: The 4-digit calendar year (YYYY format, e.g., 1999)
-
- ⑤ Telefile prompts: Select the time period for which you are filing. For quarterly tax payment, press 1. For annual tax payment, press 2. For monthly tax payment, press 3.
- You enter: 1 - for quarterly payment, 2 - for annual payment, 3 - for monthly payment.
-
- ⑥ Telefile prompts: **If quarterly payment selected:** Enter the tax quarter for which you are making the tax payment. For first quarter, press 1. For second quarter, press 2. For third quarter, press 3. For fourth quarter, press 4.
If monthly payment selected: Enter the 2-digit month for which you are making the tax payment. Valid entries are from 01 through 12. For example, June would be entered as 06. Please make your entry now.
- You enter: The applicable quarter or 2-digit month.
-
- ⑦ Telefile prompts: Enter the amount of the tax payment you are making followed by the pound (#) key. The last two numbers entered are assumed to be cents. For example, One hundred twenty-three dollars is entered as 1, 2, 3, 0, 0. Please enter your tax payment now followed by the pound (#) key.
- You enter: Your North Dakota Withholding Tax payment, including cents.
-
- ⑧ Telefile prompts: You have entered <number> as your tax payment. If this is correct, press 1. To re-enter the tax payment, press 2. To end this call without processing or reporting a tax payment, press 9.
- You enter: 1 - to complete filing your payment; 2 - to re-enter the information; 3 - to cancel this call.
-
- ⑨ Telefile prompts: Select when you would like to pay your tax. To pay the tax the next business day, press 1. To pay the tax on the due date, press 2. To select another date, press 3.
- You enter: Your payment date selection. If option 3 is selected, you will be prompted to enter the payment processing date as a 2-digit month, 2-digit day, and a 4-digit year. For example, April 1, 1999 would be entered as 0, 4, 0, 1, 1, 9, 9, 9. Your payment date must be from (the next business day) through (the business day before the due date).
-
- ⑩ Telefile prompts: Your Taxpayer Identification Number and PIN shall constitute a signature authorizing the reporting and payment of the withholding tax. Please record the following confirmation number, which indicates that your Telefile withholding tax return has been accepted. Your confirmation number is <number>.
- You write: _____ Confirmation Number
(Note: You must have your confirmation number to inquire on your return with our office. This number is your proof of making your payments on time.)
-

Call 1-877-WH-EFILE (1-877-943-3453)

Form North Dakota Office of State Tax Commissioner
301-EF Application for Withholding E-File Tax Participation



Section 1 - Taxpayer Information

| | |
|---|-------------------------|
| Taxpayer's Business Name | |
| Name of Contact Person | |
| Mailing Address | |
| City, State & Zip | Telephone Number () |
| E-Mail Address | |
| State Withholding Account Number (11 digits)* | |

Please check appropriate box

New E-File account

Change contact name/address

Change payroll service information

Change payment method or information

* Your 9-digit federal ID plus the State's 2-digit suffix

Section 2 - Payroll Service Information

[Complete this section only if a payroll service will be making your payments or if you are a payroll service preparing this form for the taxpayer.]

| | |
|-------------------------|------------------------------------|
| Name of Payroll Service | Name of Contact Person |
| Mailing Address | Telephone Number of Contact Person |
| City, State & Zip | E-Mail Address |

An authorized officer of the Payroll Service must sign this form if payments are made from the Payroll Service's bank account in order to authorize the North Dakota Office of State Tax Commissioner to debit that bank account under the ACH Debit payment method.

Payroll Service's Signature: _____ Date: _____
 (Authorized Officer or Individual)

Print Name: _____ Title: _____

SELECT ONLY ONE METHOD OF PAYMENT

ACH Debit - Taxpayer calls the Office of State Tax Commissioner's TeleFile system.

I authorize the North Dakota Office of State Tax Commissioner (State), or its authorized agent, to initiate debit entries to the following account. This authority will remain in effect until the State has received written notification of its termination at least 30 days prior to the effective date. By signing below, I understand I have applied for permission to file withholding tax returns and remit payment electronically via the State's TeleFile system, and agree to follow the guidelines set forth in the Withholding Tax E-File handbook for ACH debits. I also understand by completing the Payroll Service Information section, I have designated the Payroll Service to act as my authorized representative in matters related to the filing of my withholding tax returns with the State, including the disclosure of confidential withholding tax information on file with the State. Once I have been approved to file electronically via the TeleFile system, I will not receive a paper return from the State, and will be required to telefile each tax period. The authorization to participate is in effect until it is terminated by either party.

ACH Debit Bank Information (Attach a copy of a voided check to verify account)

| | |
|---|---|
| Bank Name | Account Owner: <input type="checkbox"/> Taxpayer <input type="checkbox"/> Payroll Service |
| Bank Telephone Number | Type of Account: <input type="checkbox"/> Savings <input type="checkbox"/> Checking |
| Routing and Transit Number (must be 9 digits) (see back of form for sample) | Bank Account Number (up to, but not exceeding 17 digits) (see back of form) |

Taxpayer's Signature: _____ Date: _____
 (Authorized Officer or Individual)

Print Name: _____ Title: _____

ACH Credit - Taxpayer initiates through own bank.

By signing below, I understand I have applied for permission to file withholding tax returns and remit payment electronically via an ACH credit transaction I must initiate through my bank. I have contacted my bank and confirmed the bank can initiate ACH credit transactions that meet the State's requirements. I understand the ACH credit transaction must be in the NACHA standards format using the TXP convention to facilitate the proper posting of the credit, and agree to follow the guidelines set forth in the Withholding Tax E-File handbook for ACH credits. I also understand by completing the Payroll Service Information Section, I have designated the Payroll Service to act as my authorized representative in matters related to the filing of my withholding tax returns with the State, including the disclosure of confidential withholding tax information on file with the State. Once I have been approved to file electronically using an ACH Credit, I will not receive a paper return from the State, and will be required to pay using the ACH credit method for each tax period. This authorization to participate is in effect until it is terminated by either party.

Taxpayer's Signature: _____ Date: _____
 (Authorized Officer or Individual)

Print Name: _____ Title: _____

Note: If this application is being completed by a Payroll Service on behalf of the taxpayer, the taxpayer's authorized signature must be obtained to participate in E-File, unless there is a Form 500 on file with our office.

Helpful hints for registration:

- ✓ The E-File contact person should be the person who will actually be involved in the initiation and making of the electronic filing of your state income tax withholding. Be sure to include a phone number.
- ✓ If you are a Payroll Service completing the application on behalf of a taxpayer, be sure to have the taxpayer sign and date the application in Section 3 or 4. Exception: If a Form 500 for your client is on file with our office, the taxpayer's signature is not necessary.
- ✓ If you are a Payroll Service and the bank account belongs to the Payroll Service, you must sign the application in Section 2.
- ✓ Please verify your bank account number and routing transit number. Make sure they are correct and legible.
- ✓ Remember to include a copy of a voided check to verify the bank account information, if completing Section 3 (ACH Debit) of the application.
- ✓ Mail the original signed application and voided check to the address noted at the bottom of the application. Or, you may fax your completed application and voided check to (701)328-0146.

Prenote Requirement:

Before your E-File application is approved, a "zero" dollar prenote ACH transaction must be initiated to verify the bank information and formats are correct. The State will initiate the ACH Debit prenote. You will be contacted to initiate an ACH Credit prenote.

Need Assistance? Feel free to contact us at:

Office of State Tax Commissioner
600 E Boulevard Ave. Dept. 127
Bismarck, ND 58505-0599
Phone: (701)328-3125
TTY: (800)366-6888 (Relay North Dakota)
Web site: www.nd.gov/tax
E-mail: withhold@state.nd.us

The diagram below shows check identifier information. The Routing Transit Number, identifying the financial institution, and the Bank Account Number, identifying the type of account, are required for the ACH Debit option on the Application for Withholding E-File Participation form (Form 301-EF).

| | |
|---|---------------------------------|
| Mr. John Smith Smith's Auto Supply, Inc. PO Box 8321 Bismarck, ND 58505-0599 | 1044 |
| PAY TO THE ORDER OF _____ | \$ <input type="text"/> DOLLARS |
| Anywhere Bank U.S.A. | <i>Not Negotiable</i> |
| Memo _____ | _____ |
| ⑆133404567⑆1234561304⑆ 1044 0000012050 | |

Routing Transit Number
(requires 9 digits)

Bank Account Number
(up to, but not exceeding 17 digits)