



# EFT-1 Authorization Agreement for Certain Electronic Payments

**Read this information first:** Complete this form **ONLY** if you 1) want to pay amounts owed to the Illinois Department of Revenue using pay-by-phone debit; direct file debit for telecommunications, tobacco, and liquor; or cigarette tax stamp purchase debit; or 2) are changing previously submitted information about one of the methods of payment listed above. **Note:** For most taxes, electronic payments can be made easily using MyTax Illinois available at [mytax.illinois.gov](http://mytax.illinois.gov). Do not complete Form EFT-1 if you pay using MyTax Illinois.

## Step 1: Complete the following information

1 Check the payment method you wish to use.

- Pay-by-phone debit
- Direct file debit (for telecommunications, tobacco, and liquor)
- Cigarette tax stamp purchase

2 If amending a previously submitted Form EFT-1

- a Write the effective date of the change \_\_\_\_/\_\_\_\_/\_\_\_\_
- b Reason for amending: \_\_\_\_\_

## Step 2: Identify yourself

5 \_\_\_\_\_  
Taxpayer's name

6 \_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP

7 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Federal employer identification number (FEIN)

8 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Social Security number (SSN)

## Step 3: Complete designated agent or contact person information

9 \_\_\_\_\_  
Designated agent's or contact person's name

10 \_\_\_\_\_  
Address

\_\_\_\_\_  
City State ZIP

11 (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Telephone Fax

12 \_\_\_\_\_  
Email address

13 \_\_\_\_\_  
Signature authorization (authorized officer of designated agent or contact person)

## Step 4: Check the taxes for which you wish to authorize these payment

### Illinois income taxes:

- Individual Income Tax \_\_\_\_\_  
Illinois Account ID number
- Withholding Income Tax \_\_\_\_\_  
Illinois Account ID number
- Business Income Tax \_\_\_\_\_  
Illinois Account ID number

### Sales taxes:

- Sales/Use Tax & E911 Surcharge \_\_\_\_\_  
Illinois Account ID number
- Chicago Soft Drink Tax \_\_\_\_\_  
Illinois Account ID number
- County Motor Fuel Tax \_\_\_\_\_  
Illinois Account ID number
- MPEA Food and Beverage Tax \_\_\_\_\_  
Illinois Account ID number
- Prepaid Sales Tax (motor fuel) \_\_\_\_\_  
Illinois Account ID number
- Automobile Renting Tax \_\_\_\_\_  
Illinois Account ID number

### Excise taxes:

- Cigarette Tax Stamp Purchase \_\_\_\_\_  
Illinois Account ID number
- Electricity Dist. and Inv Cap Tax \_\_\_\_\_  
Illinois Account ID number
- Electricity Excise Tax \_\_\_\_\_  
Illinois Account ID number
- Gas Revenue/Gas Use Tax \_\_\_\_\_  
Illinois Account ID number
- Hotel Operators Occupation Tax \_\_\_\_\_  
Illinois Account ID number
- Liquor Tax - Airline \_\_\_\_\_  
Illinois Account ID number
- Liquor Tax - Importer/MFTR/Dist \_\_\_\_\_  
Illinois Account ID number
- Liquor Tax - Direct Wine Shipper \_\_\_\_\_  
Illinois Account ID number
- Telecommunications Excise Tax \_\_\_\_\_  
Illinois Account ID number
- Telecom Infrastruct. Maint Fee \_\_\_\_\_  
Illinois Account ID number
- Tobacco Products Tax  
(not for Cigarette Tax Stamps) \_\_\_\_\_  
Illinois Account ID number

**Step 5: If using the pay-by-phone debit or direct file debit method, complete the following**

- 14 \_\_\_\_\_ 17 Check one:  Business or  Individual/Consumer  
 Financial institution's name
- 15 \_\_\_\_\_ 18 Check one:  Checking or  Savings  
 Name on account
- 16 \_\_\_\_\_ 19 \_\_\_\_\_  
 Account number Routing transit number

**Step 6: Sign and complete**

The signature of the taxpayer, authorized officer, or partner is required, as well as the title and date (even if you are using a designated agent).

For a debit payment method, I agree and understand that I am authorizing the Illinois Department of Revenue (IDOR) to make withdrawals from the financial institution account listed in Step 5 when payments are scheduled.

Under penalties of perjury, I state that I have examined this form and to the best of my knowledge it is true, correct, and complete. The Illinois Department of Revenue is authorized to use this information in accordance with the Department of Revenue Law of the Civil Administrative Code of Illinois and all applicable Illinois tax acts. This agreement shall remain in force until the Department receives written notification from the taxpayer.

\_\_\_\_\_  
 Signature of taxpayer, authorized officer, or partner

\_\_\_\_\_  
 Title

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date

**Form EFT-1 Instructions****General Information****What payment methods require that I complete Form EFT-1?**

Certain ACH Debits - This is an electronic payment that occurs when you authorize IDOR or our agent to transfer funds from your account.

- Pay-by-phone debit method: This option is available for most tax accounts. You must complete a separate Form EFT-1 for each account from which you will make payments.
- Direct file debit method for telecommunications, tobacco, and liquor taxpayers: If you will be filing and paying using software you develop or purchase, you are required to complete Form EFT-1 for the account from which you will make payments.
- Cigarette tax stamp purchasers: You are required to use the debit payment method for your cigarette tax stamp orders. You must complete Form EFT-1 for the account from which you will make payments.

**IMPORTANT: Do not complete Form EFT-1** to make the following electronic payments: 1) debit using MyTax Illinois at [tax.illinois.gov](http://tax.illinois.gov) (you must enter your account information and follow the instructions); 2) direct file debit for any tax other than telecommunications, tobacco, or liquor; or 3) credit card option for Illinois Individual Income Tax (follow the instructions at [tax.illinois.gov](http://tax.illinois.gov) and please note a convenience fee will be assessed for each credit card transaction).

**Where do I send my completed Form EFT-1?**

Mail to: **ELECTRONIC PAYMENTS SECTION  
 ILLINOIS DEPARTMENT OF REVENUE  
 PO BOX 19015  
 SPRINGFIELD IL 62794-9015**

Fax number: **217 524-8282**

**What if I need help?**

If you encounter any problems or have any questions regarding ACH payments, please contact the Electronic Payments Section at **217 782-6257** or [REV.taxpay@illinois.gov](mailto:REV.taxpay@illinois.gov).

**Specific Instructions****Step 1: Complete the following information**

Check the payment method you wish to use and whether this is an initial registration or if you are changing information you previously provided. Attach additional sheets if necessary.

**Step 3: Complete designated agent or contact person information**

If a designated agent will be transferring payments, complete Step 3. If the designated agent is completing Form EFT-1 on behalf of a taxpayer, the taxpayer must provide a signature in Step 6, unless a signed Form IL-2848-E is kept in the designated agent's books and records.

**Note:** If the pay-by-phone option will be used and the bank account is the designated agent's, an authorized officer of the agent must sign on Step 3, Line 13, to authorize us to debit that account.

The contact person should be the person who will be initiating and making the payment transfer. Include the telephone number, fax number, and email address.