

EFT-1

Authorization Agreement for Electronic Funds Transfers

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|-------------------------------------|
| Connecticut Tax Registration Number |
| Tax Type |

See back for instructions. Please print or type. Complete in blue or black ink only.

Enter company name and mailing address.



Part 1: Electronic Funds Transfer (EFT) Contact

All Automated Clearing House (ACH) Credit applicants must complete this section.

Primary EFT Contact Person

| | | | |
|----------------------------------|------|------------------|----------|
| Name | | Telephone number | |
| Company name or service provider | | - - | |
| Email address | | | |
| Address (number and street) | City | State | ZIP code |

Part 2: Payment Options

ACH Debit (Direct Payment)

To make an ACH Debit payment using the Department of Revenue Services (DRS) **myconneCT** or **Taxpayer Service Center (TSC)**, you do not need to submit **Form EFT-1** to DRS. Simply access **myconneCT** or the **TSC** online at **portal.ct.gov/DRS**.

ACH Credit

Payment related information must be sent in the standard National Automated Clearing House Association (NACHA) CCD + TXP format. Confirm with your bank representative that you and your bank are able to initiate ACH Credit transactions. We will mail instructions and formats to the EFT contact person after we receive a completed authorization agreement.

Please provide the following information:

Bank Information

| | | | |
|---|-------|-------|----------|
| Bank name | | | |
| Bank address (number and street) | City | State | ZIP code |
| Taxpayer (owner, partner, or corporate officer) signature | Title | | Date |

EFT-1 Instructions

Complete this form in blue or black ink only.

Part 1: Electronic Funds Transfers (EFT) Contact

EFT Contact Person: Enter the name of the primary contact person. The primary contact person should be the individual responsible for the initiation of the EFT payment.

Company Name or Service Provider: Enter the name of the company responsible for initiating the electronic payments.

Address: Enter the mailing address to be used for EFT correspondence.

Telephone Number and Email Address: Enter the telephone number and email address for the EFT contact person.

Part 2: Payment Options

ACH Debit Payment

For taxpayers required to make electronic payments and you are using the ACH Debit or ACH Credit method of payment, your payment must be initiated on or before the due date of the tax.

To make an ACH Debit payment using the Department of Revenue Services (DRS) **myconneCT** or **Taxpayer Service Center (TSC)**, you provide your banking information and authorize DRS to process the EFT by entering the payment amount and the date of transfer. You do not have to preregister or submit form **EFT-1, Authorization Agreement for Electronic Funds Transfers**, to DRS.

myconneCT and the Taxpayer Service Center (TSC)

myconneCT and the **TSC** are the interactive electronic services sites that provides a fast, free, accurate, and secure way to electronically file eligible tax returns, pay the tax due, and to initiate payment-only transactions.

Visit portal.ct.gov/DRS to use **myconneCT** or the **TSC** to file and make payments. You will be prompted to use your preassigned PIN or provide certain information from a previously filed return.

If you are notified by DRS to remit your sales and use taxes, admissions and dues tax, business use tax, room occupancy tax, nursing home user fee, beverage container deposit, or withholding tax electronically, you are also required to file these returns electronically using **myconneCT** or the **TSC**.

See **Informational Publication 2021(5), Filing and Paying Connecticut Taxes Electronically**, for more information and for a list of additional taxes that can be filed electronically.

ACH Credit

In coordination with your bank, you must send ACH Credit transactions in the standard NACHA CCD+TXP format. You should confirm with your bank representative that your bank is able to initiate ACH Credit transactions. DRS will provide the EFT contact person with additional instructions after DRS receives the completed form EFT-1.

Bank Name: Enter the name of the bank you will use for EFT.

Bank Address: Enter the address of the bank branch you will use.

Taxpayer Signature: An owner, partner, or corporate officer must sign form EFT-1.

Mailing Address

Complete this form and **mail to:**

Department of Revenue Services
State of Connecticut
PO Box 2937
Hartford CT 06104-2937

Email to: ct.efile@ct.gov

Fax: 860-297-4761

Payroll Companies and Tax Payment Services

ACH Debit

You do not have to preregister or submit form EFT-1 to access **myconneCT** or the **TSC**.

ACH Credit

Companies may submit a completed form EFT-1 for each taxpayer, or they may submit one form EFT-1 that includes the EFT contact person, bank information, and attach a separate list with the name, Connecticut Tax Registration Number, and Federal Employer Identification Number of each taxpayer.

For questions and comments about DRS EFT contact DRS EFT Unit by:

- Email: ct.efile@ct.gov;
- Telephone: **860-297-4973**; or
- Fax number: **860-297-4761**.