

January 2019



EASTERN BUSINESS BANKING™

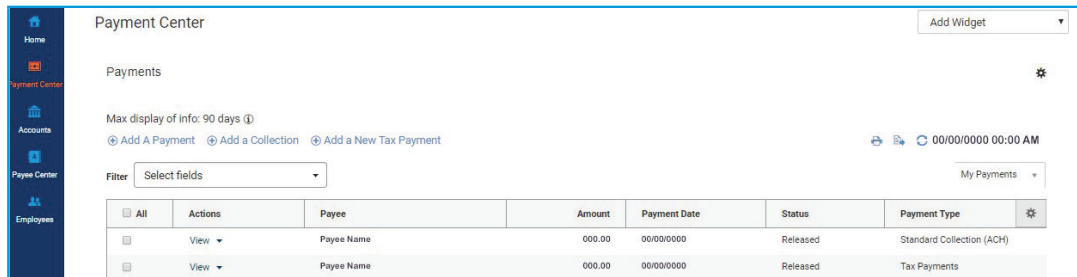
Small Business Tax Payment Quick Reference Guide

TAX PAYMENT

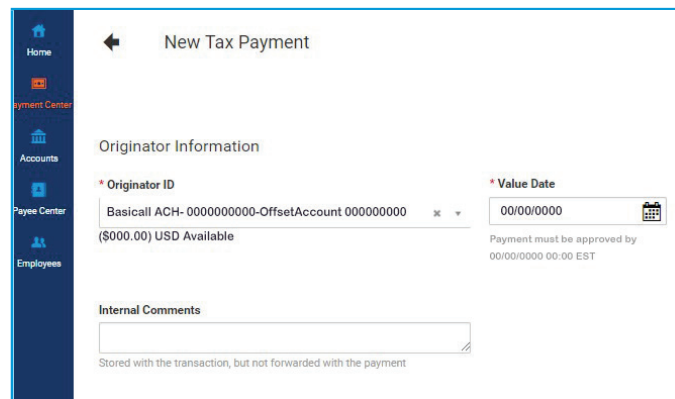
Small Business Tax Payments can be made from a business checking account. Templates are not allowed in SMB.

TO CREATE A SMALL BUSINESS TAX PAYMENT:

1. From the menu, select **Payment Center**. The Payment Center appears.
2. On the Small Business Payments List, click **Add a New Tax Payment**.



3. Use the **Originator ID** drop-down to select the account from which the payment will be made. The **ACH Company** and **Company ID / Name** fields are automatically filled with the ACH company name and the associated company ID/name. If there is an offset account associated with payment account, that will be displayed as well.



4. In the **Value Date** field, enter a date or select one using the **calendar icon**. The earliest possible value date will automatically be selected on the calendar.
5. (*optional*) Enter any internal comments. Comments are saved, but are not forwarded with the transaction
6. In the **Payee Information** section, select a tax authority.
7. Select a tax type.

8. Enter the additional requested information, which will vary by tax authority and type. This includes the payment amount.

The screenshot shows a form titled "Payee Information" with the following fields and options:

- * Tax Authority:** TaxAuthority Name (dropdown)
- * Tax Type Code:** 0000X-TaxDescription - PaymentType Frequency (dropdown)
- * Taxpayer ID:** 00000000 (text input)
- * Tax Period End Date:** 00/00/0000 (calendar icon)
- * Tax Payer Name:** ACH Company (text input)
- * Taxpayer Name Check:** ACH Co (text input)
- * Amount 1:** 000.00 (text input)
- * Amount Type 1:** Tax (dropdown)
- * Total Amount:** 000.00 USD (text input)
- Zero Dollar Live Entry (checkbox)

9. *(optional)* Check the **Create Prenote** checkbox if you want to create and send a prenote.
10. *(optional)* Check the **Hold** checkbox if you want to place a hold on the transaction.
11. To exclude this payee from the batch before or after certain dates, see *Excluding a Payee from a Batch*.
12. To add another Payee to the batch, click **Add Another Payee**

The screenshot shows the following options and fields:

- Create Prenote
- Hold
- Payee Exclusion Dates** (dropdown arrow)
- Don't include this Beneficiary before (calendar icon)
- Don't include this Beneficiary after (calendar icon)
- Add Another Payee** (button)
- Clear Payee Info** (button)

13. Click **Save for Later** to save the payment before submitting it or click **Submit**.

The screenshot shows a blue bar with the following information and buttons:

- 100.00** USD to 1 Payee on 00 Mon 0000
-
-
-

Payment will remain in Entered status in the **Small Business Payment list** until it is approved; it will need to be approved before it can be sent to the bank for processing.

The screenshot displays the 'Payment Center' interface. On the left is a dark blue sidebar with navigation icons for Home, Payment Center, Accounts, Payee Center, and Employees. The main content area is titled 'Payment Center' and includes an 'Add Widget' dropdown. Below the title, there are options for 'Payments' and a 'Max display of info: 90 days' setting. Action links include 'Add A Payment', 'Add a Collection', and 'Add a New Tax Payment'. A filter dropdown is set to 'Select fields'. The main table has columns: All, Actions, Payee, Amount, Payment Date, Status, and Payment Type. It contains 8 rows of data with various statuses like Released, Deleted, and Approved. At the bottom, there are pagination controls showing 'Viewing 1-8 of 8 records' and 'Display 10 per page Page 1 of 1'. Action buttons for 'Approve', 'Unapprove', 'Reject', and 'Delete' are located at the bottom of the table.

All	Actions	Payee	Amount	Payment Date	Status	Payment Type
<input type="checkbox"/>	View	Payee Name	000.00	00/00/0000	Released	Standard Collection (ACH)
<input type="checkbox"/>	View	Payee Name	0,000.00	00/00/0000	Released	Standard Payment (ACH)
<input type="checkbox"/>	View	Payee Name	000.00	00/00/0000	Released	Tax Payments
<input type="checkbox"/>	View	Payee Name	000.00	00/00/0000	Deleted	Standard Payment (ACH)
<input type="checkbox"/>	View	Payee Name	000.00	00/00/0000	Deleted	Standard Collection (ACH)
<input type="checkbox"/>	View	Payee Name	000.00	00/00/0000	Released	Tax Payments
<input type="checkbox"/>	View	Payee Name	00.00	00/00/0000	Released	Standard Payment (ACH)
<input type="checkbox"/>	View	Payee Name	000.00	00/00/0000	Approved	Tax Payments