



To: APS' Tax Service Clients

RE: CONFIRM YOUR FEDERAL TAXES ARE BEING PAID

We understand many clients have concerns and want to verify their Federal taxes are being paid timely. You do have the ability to do this by enrolling in EFTPS-Online. To enroll you will need to do the following:

1. Go to EFTPS.com
2. Click on the enrollment tab
3. Enroll as a business and click next
4. Read the privacy act disclaimer and click accept
5. Enter your Federal ID number, business name and phone number and click next
6. Enter primary contact information, address and phone number and click next
7. Choose payment through a financial institution and click next.
8. Click accept on disclaimer (this will allow you to view all payment activity)
9. Verify enrollment data and click next
10. Read authorization agreement and electronically sign with an officers name and title and click accept
11. You will then be prompted with an acceptance screen that provides your enrollment trace number, gives you the time frame for processing and explains that your packet will come by mail containing your pin number and login information
12. Print a copy for your records

Once you receive your EFTPS package, you will need to do the following:

1. Call toll free number listed to receive your Internet Password
2. Logon to EFTPS.com and change your password
3. Now you can verify payment history
4. You can verify that your payments are made correctly by matching the deposit amounts to your Form 941

Sincerely,

The Tax Department