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HOW DO I KNOW MY TAXES ARE PAID?

Your company's Federal 941, 940 and NY State Withholding Taxes are all transmitted electronically and paid through the automated clearing house (ACH). Our tax team would like you to monitor your federal tax and state payments. As all tax payments are the ultimate responsibility of your company, we would like to give you the opportunity to check your payments by registering with EFTPS.com and New York State PromptTax.

For New York State your taxes are paid through the PromptTax System and can be checked at <https://www.nysetax.com/TPWeb/> you only need your access code and password to view up to 2 years history. If you need help using the website call the NYS dept of taxation and finance at 1-800-251-2000.

For your Federal payments you can do the following:

1. Go to <https://www.eftps.com/eftps/>
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 allows you to view all payment activity)
9. Verify enrollment data and click next
10. Read authorization agreement and electronically sign with an officer 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 info.
12. Print a copy for your records.

Once this packet is received, do the following:

1. Call toll-free, 1-800-982-3526 and have your enrollment info available. Follow the instructions to receive your temporary internet password
2. Logon to EFT website and change your password
3. After receiving your confirmation you can go to payments at any time
4. You can verify that your payments are made correctly by matching the deposit amount from your payroll tax report under line item "Total 941 Liabilities"

Please contact us with any questions. Thank you for utilizing **GTM Payroll Services, Inc.** to simplify tax-filing requirements.

GTM Payroll Services