

Established 1946

Offices of  
**Crown & Company**  
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November 24, 2010

Dear Client:

RE: Mandatory EFTPS Federal Tax Depositing

Beginning in January, 2011, the U.S. Department of the Treasury is eliminating paper Form 8109 federal tax coupons, which means all business federal tax payments must be made electronically. This will include all federal deposits currently made to your authorized depository using the paper coupon.

The Electronic Federal Tax Payment System (EFTPS) is available using a personal computer or telephone. You can use it to enter your tax payment information and send it 24 hours a day, 7 days a week. No special equipment is needed. All you need is a secure Internet browser. **You should enroll at [www.eftps.gov](http://www.eftps.gov) at least 2 - 4 weeks before making your first payment.**

We are including enrollment Tax Form 9779, which may be completed and mailed to the address indicated on the form, or used as a guide in completing an online enrollment.

Please note on Form 9779, under Payment Information (Line 7), you must elect one of two methods to make your electronic tax payments. We recommend "Authorize a transaction yourself", which authorizes the IRS to electronically withdraw funds from your bank account in an amount specifically authorized by you. It is our opinion there will be fewer errors by using this direct method rather than arranging with your local bank to transfer the funds to the IRS.

Within seven business days of enrollment, you will receive information, including a PIN and Password, needed to use EFTPS.

After successful enrollment, the tax payment process is secure and easy. At least one calendar day prior to the tax due date (prior to 8:00 p.m. EST), you may make your payment by going to <http://www.eftps.gov>. You will be prompted for your Taxpayer Information, PIN, and Password. Follow the prompts for tax form, payment type, period, settlement date and payment amount. You may schedule payments 120 days in advance for businesses.

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EFTPS will initiate a debit transaction, on the date you indicate, against the bank account you used at the time of enrollment. You can change bank account information at any time without submitting a new enrollment form.

A payment acknowledgement is generated after a successful debit transaction is completed. We recommend that you print this page for your records and keep it with your tax documents.

If you have any questions concerning enrolling and using EFTPS Online, please do not hesitate to contact us.

Very truly yours,

  
CROWN & COMPANY, CPA's

/gac  
Attachment

# PAY TAXES THE EASY WAY— ELECTRONICALLY.

It's secure, accurate, and free, and you can schedule a payment in minutes.

Enroll today at [www.eftps.gov](http://www.eftps.gov).



## SCHEDULE PAYMENTS AT YOUR CONVENIENCE, SAFELY AND ACCURATELY.

- Pay business or individual federal taxes up to a day before due date
- Follow easy, step-by-step instructions online or by phone
- Access the system 24/7
- Receive immediate acknowledgment of each transaction
- Review up to sixteen months of your payment history
- Schedule payments 120 days in advance for business, 365 days for individuals
- Avoid penalties by greatly reducing the number of errors associated with paying by coupon

A free service from the U.S. Department of the Treasury, EFTPS has processed nearly a billion payments since 1996.

**Enroll now at [www.eftps.gov](http://www.eftps.gov).**

**Questions? EFTPS Customer Service for Businesses 1.800.555.4477**

**EFTPS Customer Service for Individuals 1.800.316.6541**



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## EMPLOYER IDENTIFICATION NUMBER

8. Employer Identification Number (EIN) (Please reenter.)

## FINANCIAL INSTITUTION INFORMATION

9. Routing Transit Number (RTN):

10. Account number:

11. Type:

Checking  Savings

## AUTHORIZATION

12. Please read the following Authorization Agreements:

### Disclosure Authorization Agreement

I hereby authorize the contact person listed in item 4 on this form and financial institutions involved in the processing of my Electronic Federal Tax Payment System (EFTPS) payments to receive confidential information necessary to effect enrollment in EFTPS, electronic payment of taxes, answer inquiries and resolve issues related to enrollment and payments. This information includes, but is not limited to, passwords, payment instructions, taxpayer name and identifying number, and payment transaction details. This authorization is to remain in full force and effect until the designated Financial Agents of the U.S. Treasury have received written notification from me of termination in such time and in such manner to afford a reasonable opportunity to act on it.

### Debit Authorization Agreement

By completing the financial institution information in items 9-11 on this form, I authorize designated Financial Agents of the U.S. Treasury to initiate EFTPS debit entries to the financial institution account indicated above, for payment of federal taxes owed to the IRS upon request by Taxpayer or his/her representative, using the Electronic Federal Tax Payment System (EFTPS). I further authorize the financial institution named above to debit such entries to the financial institution account indicated above. All debits initiated by the U.S. Treasury designated Financial Agents pursuant to this authorization shall be made under U.S. Treasury regulations. This authorization is to remain in full force and effect until the designated Financial Agents of the U.S. Treasury have received written notification of termination in such time and in such manner as to afford a reasonable opportunity to act on it.

### Authority to Execute an Authorization

If signed by a corporate officer, partner, or fiduciary on behalf of the taxpayer, I certify that I have the authority to have payments made from the taxpayer's account. If signed by a representative of the taxpayer, I certify that I have the authority to execute this authorization on behalf of the taxpayer (i.e., authority provided by Form 2848, Power of Attorney and Declaration of Representative, or Form 8655, Reporting Agent Authorization for Magnetic Tape/Electronic Filers).

13. Taxpayer(s) signature

Taxpayer signature

Date

Print name

Date

(continued)

(9 through 13 must be completed if scheduling payments yourself and not through your financial institution.)

**9. Routing Transit Number (RTN).** This is the nine-digit number associated with your financial institution. You may contact your financial institution to verify this number.

**10. Account number.** Enter the number of the account you will use to pay your taxes.

**12. Authorization.** This section authorizes a Financial Agent of the U.S. Department of the Treasury to initiate the payments you authorize.

**13. Taxpayer(s) signature.** The taxpayer *must* sign this section to authorize participation in EFTPS. If there is no signature, a form will be returned.

This section also provides authorization to share the information provided with your financial institution(s) required for EFTPS.

If signed on behalf of the taxpayer, the signer certifies authority to execute this authorization.

**Remember to sign and mail your enrollment form to the address on reverse side.**



**For questions regarding EFTPS or this form, please call:**

EFTPS Customer Service	1-800-555-4477	(24 hours a day, 7 days a week)
En español	1-800-244-4829	(24 hours a day, 7 days a week)
For TDD (hearing impaired) support	1-800-733-4829	(8 a.m. to 8 p.m. Eastern Time)

We ask for the information on this form to carry out the Internal Revenue laws of the United States. We need this information to ensure that you are complying with the revenue laws and to allow us to figure and collect the right amount of tax. Our authority to ask for this information is 5 U.S.C. 301 and Internal Revenue Code sections 6001, 6011, 6012, and their applicable regulations. Section 6109 requires filers to provide their SSN or other identifying numbers. The information will be used to enroll you in the Electronic Federal Tax Payment System (EFTPS) and to ensure that payment(s) are properly credited to the appropriate account(s).

Generally, tax returns and return information are confidential, as stated in section 6103 of the Internal Revenue Code. However, section 6103 allows or requires the Internal Revenue Service to disclose such information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. If you are required by regulation to use electronic funds transfer to make your deposits, your response is mandatory; failure to provide all of the requested information or providing false or fraudulent information may subject you to penalties. If you are not required by regulation to use electronic funds transfer, your response is voluntary; failure to provide all of the requested information may prevent processing of this form, and providing false or fraudulent information may subject you to penalties. If you are not required to use electronic funds transfer to pay taxes owed, you need to pay the taxes due by another method.

You are not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The time needed to provide this information will vary depending on individual circumstances. The estimated average time is ten minutes. If you have comments concerning the accuracy of this time estimate or suggestions for reducing this burden, we would be happy to hear from you. You can write to the IRS Tax Products Coordinating Committee, SE:W-CAR-MP:EFTSP, 1111 Constitution Ave. NW, IR 6526, Washington, DC 20224. Please do not send the enrollment form to this address.