

## Form EFT-001 ACH Debit Method Instructions

**This form is for taxpayers who pay via ACH Credit Method who wish to change to ACH Debit Method**

NOTE: Non-ACH Credit Method payers can pay online via Debit Method without pre-registration.

**ACH Credit Method payers must complete the following information to change to ACH Debit Method:**

**Taxpayer's Name/Address:**

State the legal name of applicant, and the mailing address of the applicant.

**Tax Type:**

State the type of tax you are reporting. For example: Sales Tax, Sellers Use Tax, Consumers Use Tax, Rental Tax, Local Sales/Use Taxes, Utility Tax, Withholding Tax, Corporate Income Tax, Business Privilege, Tobacco Tax, Oil & Gas Severance Tax, etc.

**Tax Account Number:**

State the tax account number used to report the tax type as specified above. For example: Sales Tax Account

Number 5100 12345; Sellers Use Tax Account Number 68SU-12345; Rental Tax Account Number 7668-12345;

Local Sales/Use Tax Account Number 9501012345; Withholding Tax Account Number 0000123456; Corporate

Income Tax Account Number 12-3456789. **Do NOT enter your Social Security Number.**

**Contact Person/Title/Phone/Fax/Email/Address:**

The EFT contact person is the individual whom the Alabama Department of Revenue will contact if there is a question concerning an EFT payment made by the taxpayer. Any correspondence concerning the Alabama EFT Tax Payment Program will be directed to your designated EFT contact person.

**Signature:**

The EFT Authorization Form must be signed by the owner or an officer of the company requesting the ACH Debit Payment method.

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**For additional information pertaining to the EFT Payment Program, please visit our Web site at <http://www.revenue.alabama.gov/eff/effindex.html> or call 1-800-322-4106, option 7 for a representative.**



ALABAMA DEPARTMENT OF REVENUE  
EFT Unit

OFFICE USE ONLY

# Electronic Funds Transfer Authorization Agreement

Form EFT: 001  
4/10

## For ACH Debit Payment Method

P.O. Box 327950 • Montgomery, AL 36132-7950 • Telephone: 1-800-322-4106 • Fax (334) 242-0251

Taxpayer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / ZIP: \_\_\_\_\_

Tax Type: \_\_\_\_\_ Tax Account No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Title: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

**Payment Method**

ACH Debit  
ATTACH BANK LETTER

**IF YOU WISH TO REGISTER ADDITIONAL TAX ACCOUNTS,  
ATTACH A SEPARATE SHEET GIVING THE TAX TYPE AND TAX ACCOUNT NUMBER.**

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / ZIP: \_\_\_\_\_

Bank Account No.: \_\_\_\_\_

Bank Transit / Routing No.: \_\_\_\_\_

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Bank Chain No.

**▶ IMPORTANT NOTE: In order to process your agreement form promptly, a letter of verification from your bank stating both the bank's American Bank Association number and your bank account number must be submitted for ACH Debit accounts.**

I/we hereby authorize the Alabama Department of Revenue to present debit entries into the bank account referenced above and the depository named above. The individual debit transactions will be presented only after having been expressly authorized and initiated by the taxpayer. These debits will pertain only to Electronic Funds Transfer Payments that the taxpayer has initiated for payment of Alabama taxes.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**Mail Your Completed Form To The Address Above or Fax To (334) 242-0251**