

**STATE OF ARKANSAS**  
**Authorization Agreement for Electronic Funds**  
**Transfer of Arkansas Withholding Tax**

Arkansas Withholding Tax/Federal Identification Number: _____		
<i>Check one of the following boxes:</i>		
<input type="checkbox"/> Initial Filing of the EFT Agreement Form <input type="checkbox"/> Change of Bank or Other Information		
Are you a Tax Service Provider? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If yes, use ACH CREDIT only)</i>		
A C T I V E	Name of Business or Organization: _____	
	Primary EFT Contact Person: _____ Phone: (    ) _____	
	Address: _____ Fax: (    ) _____	
	City, State, Zip: _____	
	Secondary EFT Contact Person: _____ Phone: (    ) _____	
	Address: _____ Fax: (    ) _____	
	City, State, Zip: _____	
_____ Signature of Owner, Partner, or Officer	_____ Date	
<b>CHOOSE ONLY ONE OF THE TWO PAYMENT OPTIONS BELOW</b>		
B A C H D E B I T	<b><i>Complete this section only if you choose the ACH DEBIT OPTION (See Instructions). An AUTHORIZED REPRESENTATIVE of your bank must complete and sign this section of the form.</i></b>	
	Bank Name: _____	
	Bank Address: _____	
	City, State, Zip: _____	
	Bank Account # : _____ Routing/Transfer # : _____	
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
	Name of Bank Representative: _____	
_____ Signature of Bank Representative	_____ Date	
_____ Signature of Owner, Partner, or Officer	_____ Date	
C A C H C R E D I T	<b><i>Complete this section only if you choose the ACH CREDIT OPTION (See Instructions). An AUTHORIZED REPRESENTATIVE of your bank must complete and sign this section of the form.</i></b>	
	Bank Name: _____	
	Bank Address: _____	
	City, State, Zip: _____	
	Name of Bank Representative: _____	
	_____ Signature of Bank Representative	_____ Date
	_____ Signature of Owner, Partner, or Officer	_____ Date

# **Instructions for Completing the Authorization Agreement for Electronic Funds Transfer**

This Form is to be used for State of Arkansas Withholding Tax only. To file your State of Arkansas Withholding tax payments by Electronic Funds Transfer (EFT), enter your nine (9) digit State of Arkansas Withholding Tax Identification Number. This is usually your Federal Identification Number (FEIN). If you use one that is different from your FEIN, use the one that is issued to you by the State of Arkansas.

Check the appropriate box to indicate that this is your first time to file an EFT-WH form **or** that you are changing information.

**Note: If you are changing banks or bank account information, you must re-file this form at least 30 days prior to your next payment date.**

## **PART A – CONTACT**

1. Enter the name of the business.
2. Enter the name, telephone number, and address of the primary EFT contact person for the business. This person must have knowledge of your EFT program and be able to answer questions or provide information in case of technical problems.
3. Enter the name, telephone number, and address of the secondary EFT contact person for the business. This person must have knowledge of your EFT program and be able to answer questions or provide information in case of technical problems.
4. An authorized official of the business must sign and enter the date signed.

## **PART B – AUTOMATED CLEARING HOUSE (ACH) DEBIT**

Choosing the ACH Debit option authorizes the Department of Finance and Administration or its agent to present debit entries to your bank for payment of your monthly withholding tax.

1. Enter your bank's name and address.
2. Enter the bank account number of the business and check the appropriate box for "Checking" or "Savings".
3. Enter your bank's Routing/Transfer number.
4. Enter the name of your bank's authorized representative.
5. The authorized representative of your bank listed in Part "B" and an authorized official of the business must sign and date this form.

**NOTE:** Before any debit entries are made to your bank account, you must first initiate the debit by calling the State's Service Bureau at 1-800-\*\*\*-\*\*\*\* and indicate (1) the amount of tax to be paid by EFT, (2) your Taxpayer ID or FEIN, (3) the tax type code, and (4) your monthly withholding tax period ending date. An information packet will be mailed to you from Bank of America after you register for EFT.

## **PART C – AUTOMATED CLEARING HOUSE (ACH) CREDIT**

Choosing the ACH Credit option requires you and/or your bank to have the capability of initiating ACH Credits in the CCD+TXP format.

1. Enter your bank's name and address.
2. Enter the name of your bank's authorized representative.
3. The authorized representative of your bank listed in Part "C" and an authorized official of the business must sign and date the form.

**NOTE:** You must initiate the credit by contacting your bank through modem, telephone, or in person, and indicating (1) the amount of tax to be paid by EFT, (2) your Taxpayer ID or FEIN, (3) the tax type code, and (4) your monthly withholding tax period ending date. Your bank will transmit the EFT payment to Bank of America through ACH. An information packet will be mailed to you from Bank of America after you register for EFT.