

West Virginia State Tax Department

ACH Credit Electronic Funds Transfer Application

New
Application

Change Name or
Address

Change Bank
Information

Add Taxes

Withdraw
Participation

A C C O U N T	ID Number: _____ Business Name: _____ Address: _____ _____
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C O N T A C T	EFT Contact Person: _____ Address: _____ _____ Telephone: () _____ E-Mail: _____
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*** ACH CREDIT ONLY. To file and pay West Virginia taxes online with ACH Debit, click the MyTaxes link on our website at www.wvtax.gov.**

ACH Credit – Taxpayer initiates through own bank

I have contacted my bank and confirmed that the bank can initiate Automated Clearing House Credit transactions that meet West Virginia State Tax Department requirements. For verification, the West Virginia State Tax Department may contact the bank using the information below.

Bank Name:	Bank Contact Person:	Contact Phone:
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I hereby request the West Virginia State Tax Department grant authority for the above named taxpayer to initiate Automated Clearing House transactions to the State of West Virginia's electronic funds transfer account. I understand these must be in the NACHA CCD+ format using the Tax Payment (TXP) Convention and may only be initiated for the tax types that have been registered for EFT payments with the West Virginia State Tax Department. I understand that West Virginia does not accept electronic payments from banking institutions originating outside the United States.

Authorized Signature:	Title:	Date:
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*** PLEASE INDICATE THE TAXES YOU WISH TO INCLUDE IN THE EFT PROGRAM.**

<u>Tax Type</u>	<u>Code</u>	<u>Tax Type</u>	<u>Code</u>	<u>Tax Type</u>	<u>Code</u>
Acute Care	16067	Motor Fuels – Blender	05050	Severance Tax	08692
Backup Withholding	01171	Motor Fuels – Distributor	05054	Soft Drink	07609
Beer Barrel Tax	06327	Motor Fuels – Exporter	05056	Solid Waste	12096
Bingo	14104	Motor Fuels – Floorstock	05057	Special District Excise - Charles Pointe	04238
Business & Occupation	04603	Motor Fuels – Importer	05058	Special District Excise - Monongalia	04248
Coal Severance	08687	Motor Fuels – Producer	05063	Special District Excise - Highlands	04252
Combined Sales & Use Tax	04201	Motor Fuels – Supplier	05065	Surfacing Mining Reclamation	08813
Corporate					
Income/Franchise	02095	Motor Fuels – Terminal Op.	05062	Telecommunications	04993
Direct Pay Tax	04251	Motor Fuels – Transporter	05069	Telemarketers	10042
Fiduciary Tax	01076	Motor Fuels- Refund	05064	Timber Severance	08694
Health Care – Broad Base	16068	Non-Resident Composite	01086	Tobacco Products Tax	07208
Health Care – Severance	16066	Pass Through Entities	01085	Waste Coal	08697
IFTA	05832	Personal Income Tax Annual	01080	Wine Label Fee	06226
IFTA Jurisdiction	05932	Personal Income Tax Bills	01075	Wine Liter Tax	06225
Mobile Factory Built Homes	04223	Personal Income Tax Estimated	01080	Wine/Liquor Tax	04253
Motor Carrier Road	05331	Raffle	14114	Withholding	01170
Motor Fuels – Backup	05061	Raffle Board Games	14129	Workers Comp Add'l Severance	08689

***When paying by ACH Credit, you must use the corresponding Tax Type Code in the TXP Addenda Record. See page 7 of the WV/EFT-4: EFT Program Guide for further instructions.**

APPLICATION FOR ELECTRONIC FUNDS TRANSFERS INSTRUCTIONS

Account Information:

- Indicate if the application is to begin electronic funds transfers or to make a name, address, bank account or payment type change, or if you wish to withdraw from the program.
- You must submit a separate application for each Tax Identification Number.
- If this is a business application, it must be the full twelve digit account number (FEIN + the 3 digit state adjustment code) or the eight digit tax account ID (found on any returns sent to you from the Tax Department).
- If the application is for Personal Income Tax, you need only your 9 digit social security number.
- Enter the business name as it appears on the business license. Individuals should enter last name first.
- Enter the complete mailing address.
- WV does not accept ACH Transaction from accounts not originating in the United States

Contact:

- Indicate the name, address, telephone, and email address of the person to contact if there are problems with your application and/or transfers.

Payment Information:

To pay online using ACH Debit, visit MyTaxes by clicking the link on our website at www.wytax.gov. For ACH Credit:

- Provide the bank responsible for your transfers as well as the name and telephone number of a person at the bank who can be contacted for any problems with your payments.
- Be sure someone with signatory authority for ACH Credit payments signs the application; *unsigned applications will be returned*.
- Make sure to contact your bank to verify their participation in ACH Credit transactions.

Tax Type Information:

- Mark only those taxes you wish to pay by EFT.

Fax completed application to (304) 558-8604 or mail to:

WV State Tax Department, RD-EFT
P.O. Box 11895
Charleston, WV 25339-1895