



INSTRUCTIONS FOR SETTING UP AND MAKING FEDERAL AND MARYLAND TAX PAYMENTS ONLINE

Luongo & Associates, PC (301) 952-9437 FAX (301) 952-1553
6223 Crain Highway, Upper Marlboro, Maryland 20772
Payroll e-mail: tharrison@luongocpa.com
www.luongocpa.com

Federal Payments

Go to www.eftps.gov

Click on enrollment. You will need the following information: Company name, FEIN number, bank routing and account number. Follow step by step instructions.

- 1. Start:** *Read the PRIVACY ACT AND PAPERWORK REDUCTION NOTICE and click on "I accept" then click on Enroll me as a: BUSINESS*
- 2. Enroll:** *Fill in Business, Contact and Financial Information (keep the Authorize a transaction yourself box checked).*
- 3. Review:** *Review and authorize*

Save a copy of the confirmation page. You will need the enrollment number for any future changes to the account. You should receive a PIN number and Instruction booklet in the mail within 7 days. This will instruct you on how to obtain a internet password to use EFTPS.gov.

Maryland Payments

Go to www.marylandtaxes.com

Scroll down, on left side click on bfile—business tax.

Choose Create New User Registration Return and follow the prompts.

For this you will need the following information: Company name, FEIN number, CR number with Maryland and your bank routing and account number. Your payments will be made during this process—there is no wait.

A suggested payroll worksheet is attached for your convenience. Change the information to fit your company requirements. This will give you all the information at your fingertips when you need to make a payment

CLIENT NAME

for semi-weekly filer – due with each pay

PAYDATE: _____

EFTPS FEDERAL ONLINE WORKSHEET

www.eftps.com/eftps/

TIN _____(ADD INFO HERE)_____ PIN _____(ADD INFO HERE)_____

PASSWORD: _____(ADD INFO HERE)_____

SELECT A TAX FORM 941 FEDERAL TAX DEPOSIT

AMOUNT \$ _____

TAX PERIOD: March / June / September / December : YEAR _____

SETTLEMENT DATE _____, 20____ MMDDYY

SUBCATEGORY – NOT NEEDED, LEAVE BLANK

ACKNOWLEDGMENT # _____

DATE SENT _____ TIME SENT _____

ENROLLMENT TRACE# _____(ADD INFO HERE)_____

STATE OF MARYLAND

WITHHOLDING WORKSHEET

www.marylandtaxes.com - b-file business taxes

(CR# _____(ADD INFO)_____) Accelerated filer

LOG IN: _____(ADD INFO)_____ PASSWORD: _____(ADD INFO)_____

FILE WITHHOLDING RETURNS

NEW WITHHOLDING RETURN (VIEW LIST TO PRINT PRIOR PAYMENTS)

THIS RETURN IS BEING FILED ON AN ACCELERATED BASIS

PAY DATE _____(YYYY) _____(M D)

AMOUNT WITHHELD \$ _____ REMITTED AMOUNT \$ _____

DATE OF WITHDRAWAL ____ / ____ / ____ (MMDDYY) (DUE IN 3 BUSINESS DAYS)

CONFIRMATION NUMBER _____

DATE SENT _____ TIME SENT _____

*****Md Account Questions*****

Year Born: _____
Last 5 of SS#: _____
Favorite Pet: _____

CLIENT NAME

for monthly filer – due by 15th of following month

MONTH: _____

EFTPS FEDERAL ONLINE WORKSHEET

www.eftps.com/eftps/

TIN __(ADD INFO HERE)_ PIN __(ADD INFO HERE)_

PASSWORD: __(ADD INFO HERE)_

SELECT A TAX FORM 941 FEDERAL TAX DEPOSIT

AMOUNT \$ _____

TAX PERIOD : March / June / September / December : YEAR _____

SETTLEMENT DATE _____, 20__ MMDDYY

SUBCATEGORY – NOT NEEDED, LEAVE BLANK

ACKNOWLEDGMENT # _____

DATE SENT _____ TIME SENT _____

ENROLLMENT TRACE# _____(ADD INFO HERE)_

STATE OF MARYLAND

WITHHOLDING WORKSHEET

www.marylandtaxes.com - b-file business taxes

(CR# _____(ADD INFO HERE)_) Monthly filer

LOG IN: _____(ADD INFO HERE)_ PASSWORD: _____(ADD INFO HERE)_

FILE WITHHOLDING RETURNS

NEW WITHHOLDING RETURN (VIEW LIST TO PRINT PRIOR PAYMENTS)

FOR THE PERIOD END _____ (YYYY) ____ / ____ (MMDD)

AMOUNT WITHHELD \$ _____ REMITTED AMOUNT \$ _____

DATE OF WITHDRAWAL ____ / ____ / ____ (MMDDYY)

(DUE THE 15TH OF FOLLOWING MONTH)

CONFIRMATION NUMBER _____

DATE SENT _____ TIME SENT _____

*****Md Account Questions*****

Year Born: _____

Last 5 of SS#: _____

Favorite Pet: _____