

Step by Step: How to make online Electronic Funds Transfer (EFT) tax payment

An Electronic Funds Transfer (EFT) is fast, simple and saves you time. EFT is the process of electronically moving funds from one bank account to another without the involvement of bank, postal, or unemployment insurance employees, cash, checks, envelope, or stamp. You do not need to wait for the postal service to deliver your payment, worry the payment will not be delivered, or be subject to the penalties if your payment is delivered untimely. You save time by immediately transferring your payment on the day you chose and receive confirmation your payment was received.

1. Tax payment during the regular online filings

1.1 Payment - single employer filing

If you would like to pay your state unemployment taxes using Electronic Funds Transfer (EFT), during the regular online filing, you will be asked to select Payment Method on "Select Payment Method" page by using the drop down box. After you choose to make your payment via an Electronic Funds Transfer (EFT) from your bank account, you will be prompted to submit your banking information before you can continue filing your tax report. If you don't want to make a payment immediately, you can select the "Pay Later" option. If you select the 'Pay Later' option, you will need to make sure you submit your payment online before the due date to avoid penalties and interest.



<u>1.2 Payment - multiple employers filing</u>

If you would like to pay your state unemployment taxes during the regular online filing and you are filing more than one report, you have the option to pay for each filing separately or pay for all at once with one EFT transaction. If you select the 'Pay Later' option, you will need to make sure you submit your payment online before the due date to avoid penalties and interest.

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2. Tax payment only (Amount Due/Pending to Pay)

If you would like to pay your pending state unemployment taxes (after taxes are already filed), you can select "Payments" on the home page or use "Payments" tab at the top of the page, and click on "Make Payment on One or More Accounts". You will be able to see and select employers with amount due. You may pay for more than one employer at a time. However, contributory and reimbursable employers cannot be mixed in the same transaction.

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3. Making a Payment Without Signing In

Unemployment tax payment can be completed on Unemployment Insurance and New Hire Reporting web site (<u>https://jobs.utah.gov/ui/employer/employerhome.aspx</u>) without signing in.

On the bottom left hand side of the page find the Payments box and select "Make a payment without signing in". Follow the instructions on the payment screen to complete your EFT transaction.

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4. Making a Prepayment on an Account

If you would like to make a EFT pre-payment on an account, you can select "Make a Prepayment on an Account" payment option on the bottom left hand side of the "Payments" page.

