


**CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION**

RETURN ANALYSIS UNIT, EFT GROUP

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[www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)GAVIN NEWSOM  
GovernorYOLANDA RICHARDSON  
Secretary, Government Operations AgencyNICOLAS MADUROS  
Director

## Notification to Pay by Electronic Funds Transfer

At the time of registration, you indicated that you also have a Sales and Use Tax account with the California Department of Tax and Fee Administration (CDTFA). Our records show that the Sales and Use Tax account is required to make Electronic Funds Transfer (EFT) payments. Based on this information, you should also electronically pay the Prepaid Mobile Telephony Services (MTS) Surcharge by EFT (California Revenue and Taxation Code section 42020(a)(2)).

**Please refer to your Prepaid MTS Surcharge Registration Status page to find the date you should begin paying by EFT.**

### HOW DO I PAY BY EFT?

You have two methods available to make your electronic payment: Automated Clearing House (ACH) Debit or ACH Credit.

**ACH Debit:** You authorize the CDTFA to withdraw funds from your account and deposit them into the CDTFA's account. You have two free options to make an ACH Debit payment through the CDTFA's website at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov).

- **File and Pay Online** - You can file and pay your return online in one easy transaction. When you file, simply choose "ACH Debit" as your payment method and enter your banking information. You may schedule your payment in advance and have it debited from your account on any banking day up to the due date.
- **Make an Online Payment** - You may submit your payment separately from your return by selecting "Make a Payment" on our website at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov). Please be advised this option initiates payments only and does not fulfill your return filing requirement.

**ACH Credit:** You authorize your financial institution to debit your account and credit the CDTFA's account. This allows you to initiate your payment separately from the return filing. Review the ACH Credit Specifications on our website for more information. To use this payment method, you must register with the CDTFA by completing the CDTFA-555-EFT, *Authorization Agreement for Electronic Funds Transfer (EFT)*. Once you are registered, a confirmation letter will be mailed to you with additional information to complete your payment process.

*Note:* To avoid duplicate payments, choose one method to make your payment. If you choose the ACH Debit method to pay your prepaid MTS surcharge and have an ACH Debit block on your account, you may need to provide the following Special Taxes CDTFA Company ID (1282435088) to your financial institution.

### WHEN IS MY EFT PAYMENT DUE?

Your funds must be deposited (settle) into the CDTFA's bank account by the first banking day following the due date. If you are making your payment by ACH Debit on the due date, your transaction must be completed by 3:00 p.m. Pacific time. If you are making your payment by ACH Credit, ask your financial institution when you must initiate your payment to ensure it settles timely. Penalty and interest will be assessed if the payment is not received timely.

### WHERE CAN I GET FORMS, HELP, OR MORE INFORMATION?

- Visit our website at [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov).
- Call 1-916-327-4229 Monday through Friday from 7:30 a.m. to 4:30 p.m. Pacific time, except state holidays.

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TAX AND FEE ADMINISTRATION  
Business Tax and Fee Division  
Return Analysis Unit, EFT Group