

# eFile Guide

for EFT Accounts

One, easy transaction  
Entirely paperless

*[www.boe.ca.gov](http://www.boe.ca.gov)*

# eFiling and ePayment Make Doing Business with BOE Entirely Paperless

The Board of Equalization's (BOE) electronic filing (efiling) program allows eligible sales and use taxpayers to file returns and prepayments and pay amounts due over the Internet.

The BOE's Electronic Funds Transfer (EFT) program requires you to make payments electronically if you hold a California seller's permit and your average monthly tax payments equal or exceed \$10,000.

These two programs come together as one when you use the BOE's free efiling option, BOE-file. BOE-file is the easiest and fastest way to file your return and make your EFT payment in one easy and paperless transaction.

## eFiling Benefits You

### It's Convenient

- File anytime and anywhere you have access to the Internet.
- Eliminates trips to the Post Office.

### It's Fast

- File and make payment in one easy transaction.
- Receive immediate confirmation of filing.

### It's Secure

- The latest hardware and software security is in place.

### It's FREE

- No cost for filing.
- No cost for postage.

## eFiling Benefits California

### It's Efficient

- Requires less processing.
- Reduces government costs.

### It's Environmentally Friendly

- Eliminates paper.
- Helps California go green.

## BOE-file is the BOE's Free eFiling System

### BOE-file Features Overview

- Two easy ways to login
- Two convenient payment methods
- "File early, pay later" option
- Manage another account via our "Link an Account" feature
- History of prior efiled returns
- Live assistance during business hours
- Important tax information via email
- Due date email reminders
- Online help
- Direct Transmit Program\*

### Information Needed to BOE-file

- Express Login Code or eClient User ID and Password
- Account number (seller's permit number)
- Sales and deduction information for the filing period
- Bank account information

### See inside to begin

\*If you would like to efile your return without rekeying your tax amounts in the BOE-file system, please visit our website under "eServices" and select "Direct Transmit Program".



# 1 Getting Started with BOE-file

## Registration is quick and easy!

### eClient Registration\* and Login

To begin

- Go to [www.boe.ca.gov](http://www.boe.ca.gov)
- Click on [eServices](#)
- Choose "Register as an eClient"

### Supply the following information

- Account number (*seller's permit number*)
- Your name (*as registered with the BOE, for instance, John Taxpayer*)
- Express Login Code (*your unique eight character code, for instance, a123456b*)

### Create your login information

- User ID
- Password

Login to BOE-file with your User ID and Password

### Express Login

Choose this option to go straight to filing your return or prepayment with no eClient registration required. All you need to login is your account number and Express Login Code.

### Can someone else efile for me?

You have two choices if you would like your accountant, tax professional, employee, or someone else to efile for you.

- **Express Login**—Provide your account number and the 8-character Express Login Code to your tax professional, accountant, or employee.
- **eClient**—Call the Taxpayer Information Section at 800-400-7115 to add an authorized eClient to your account or complete [BOE-91-B, Taxpayer Authorization for Tax Preparer to Electronically File Tax Returns](#).

\* Please note: eClient registration is separate from EFT registration ([BOE-555-EFT](#), Authorization Agreement for Electronic Funds Transfer)

# 2 Filing Your Return or Prepayment

## Completing your return has never been easier!

- Read and accept the "Declaration of Intent to File"
- Enter your sales and/or deduction information for the filing period.
- Verify the information on the "Review Filing" page.
- Enter the preparer information.

# 3 Making Your EFT Payment

## Two payment options are available

### ACH Debit Method

This payment option allows you to make your EFT payment with your efiled return or prepayment.

If you use this payment option, you are responsible for:

- Verifying or inputting the correct bank account information.
- Selecting a payment date. Payments may be held for any banking day you select up to the tax due date.
- Making your payment by 3:00 p.m., Pacific time, on the tax due date.
- Paying any fees charged to you by your financial institution.

### ACH Credit Method

This payment option allows you to efile and initiate a separate payment through your financial institution.

If you use this payment option, you are responsible for:

- Instructing your financial institution to debit your bank account and credit the BOE's bank account.
- Ensuring that your financial institution can send the transaction in the required format (see our website for the ACH Credit Specifications).
- Initiating your payment to ensure "settlement" into the BOE's bank account timely.
- Paying any fees charged to you by your financial institution.
- Registering your payment method with BOE by completing [BOE-555-EFT, Authorization Agreement for Electronic Funds Transfer](#).

# 4 Confirming Your Filing

## No waiting to see if your return was accepted!

- Receive your confirmation page immediately upon filing.
- Print this page for your records.


## That's It! You're done!!

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## Helpful Reminders


- If you make your payment by ACH Debit on the tax due date, you must complete your transaction by 3:00 p.m., Pacific time.
  - If you are required to make EFT payments and pay by another method (for example, cash, check, or credit card) you will be subject to penalties.
  - When you efile and pay by ACH Debit, you do **not** need to make a separate EFT payment.
  - Your transaction is entirely paperless. Do not send in any paper to the BOE.
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## Helpful Hints

- Do not use your browser's Back or Forward buttons while efilng (use only the buttons inside the BOE-file system).
  - Print your confirmation page(s) for your records.
  - Use the  in the BOE-file system for additional information at any step.
  - Sign up to receive important tax updates via email. See the link on the homepage of the BOE website.
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## Frequently Asked Questions

- Q.** What's the difference between EFT and efilng?
- A.** EFT is a method to make an electronic payment. efilng is the method to file returns/prepayments and pay amounts due over the Internet.
- Q.** Am I required to register my EFT payment method?
- A.** When you use BOE-file to efile your return and pay by ACH Debit, you do not need to register your payment method. If you efile your return and make a separate payment by ACH Credit, you will need to register by completing [BOE-555-EFT](#).
- Q.** If I'm registered to pay by ACH Credit, can I still pay by ACH Debit?
- A.** You can still pay by ACH Debit when efilng your return or prepayment even if you previously registered for the ACH Credit method.
- Q.** What if I do not have any taxable sales for the period?
- A.** You must still efile your return/prepayment even if you have no taxable sales for the period.
- Q.** Could the BOE withdraw funds from my account without my knowledge or permission?
- A.** Payments can only be initiated by you or your authorized personnel.
- Q.** What if I experience technical difficulties with my computer before I complete the filing of my return?
- A.** The BOE-file system automatically saves a working copy of the information entered. When you log back in you can choose to continue where you left off or start a new return.
- Q.** What happens if I miss the 3:00 p.m. deadline for making my EFT payment?
- A.** Payments completed after 3:00 p.m. Pacific time on the due date are subject to interest and penalties. However, if your payment is only one day late, you may be eligible to have the interest associated with the late payment reduced from the standard one full month's interest to one day's interest.
- Q.** What if I need help while I'm efilng?
- A.** Refer to the  in the BOE-file system for additional information. Visit the BOE [website](#) for a complete listing of [Frequently Asked Questions](#) or view the [eFile Video Tutorial](#).

## For More Information

- Visit our website for more information about efilings or the EFT program.
  - Call the EFT helpline at 916-327-4229.
  - Call 800-400-7115 for efile or general assistance.
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## Additional Resources and Links

Visit our [website](#) to find other helpful tools and information:

- Seller's permit verification
- District tax rates
- Forms and publications
- Tax laws
- Tutorials
- Interest calculator
- Calendar of due dates
- Calendars for seminars and events
- Sign up for important tax updates

Record your information here for future use:

User ID \_\_\_\_\_

Password \_\_\_\_\_

Account # \_\_\_\_\_

Express Login Code \_\_\_\_\_