

EFT Quick Reference Guide



www.boe.ca.gov

Special Taxes Electronic Funds Transfer (EFT) Program

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ACH Debit Payment Method

Under this method, you initiate a payment to allow the BOE to transfer funds from your bank account to the BOE's bank account.

Cost

The state pays the cost to report an ACH debit transaction. You will only be responsible for the fees, if any, that your financial institution may charge you for the actual transfer of funds.

How to Make an EFT Payment

- **Internet**—www.paycalifornia.com or www.boe.ca.gov and select "Make a Payment" and then select "Third Party Payment Processor."
- **Telephone**—800-554-7500

Timely Payment

You must initiate your payment on or before the tax or fee due date. If you initiate your payment on the tax or fee due date, you must complete your transaction by 3:00 p.m. Pacific time and select the next banking day as your debit date.

Warehousing a Payment

You can select your debit date up to 90 days in advance; but you cannot select the current date as your debit date. The debit date is the date your payment transfers from your bank account to the state's bank account. Please note the current date ends daily at 3:00 p.m., Monday-Friday, excluding bank holidays.

After you complete your payment, you will receive a reference number. Retain this number for your records. If you don't know if a payment went through or if you forgot to write down the reference number, perform a "Payment Inquiry" through one of the following methods.

Payment Inquiry

- **Internet**—www.paycalifornia.com
- **Telephone**—800-554-7500
- **EFT Helpline** (see *For More EFT Information* section of this publication)

Payment Cancellation

- **Internet**—www.paycalifornia.com
- **Telephone**—800-554-7500

You may cancel a payment up to 3:00 p.m. Pacific time one banking day prior to the debit date. A cancellation reference number will be provided if you cancel a payment. Retain this number for your records.

Security Code/Password

Security Code

The security code gives you access to perform telephone transactions on the state's data collection service. A temporary code of "0000" is created for accounts new to the ACH debit payment method. Before any transactions can occur, it must be personalized with any four digits of your choice before the first use. Retain this code in a secure place for future reference and to prevent unauthorized access to your account.

To create or change a personalized security code or reset a forgotten security code, contact the state's data collection service at www.paycalifornia.com or by telephone at 800-554-7500.

Password

For added protection, in addition to the 4-digit security code, you will also need to create an 8-12 character password to access the state's data collection service via the web. Click on the "First Time User" button to get started.

Information Needed to Make an EFT Payment

- **BOE Account Number** (9 digit account number—no alpha characters or hyphens). If account number is less than 9 digits long, add leading zeros to form a 9 digit number.
- **Security Code/Password**
- **Payment Type** (Tax Type Code)
 - Special Taxes Return Payment (09000)
 - Special Taxes Prepayment #1 (09001)
 - Special Taxes Prepayment #2 (09002)
 - Special Taxes Accounts Receivable Payment (09003)
- **Tax Amount** (include the cents)
- **Penalty Amount** (if applicable)
- **Interest Amount** (if applicable)
- **Debit Date**

ACH Credit Payment Method

Under this method, you instruct your financial institution to debit (move your tax or fee payment from) your bank account and credit (deposit into) the BOE's bank account. For this type of transaction, you must ensure that your financial institution has the ability to send ACH credit transactions in the required file format. For file format information, please visit www.boe.ca.gov. Allow your financial institution at least 30 days to set up your account. If you need assistance, call the EFT Helpline that administers your account.

Cost

You will be responsible for any fees charged by your financial institution for setup and processing of your ACH credit transactions.

How to Make a Payment

Contact your financial institution directly.

Timely Payment

You must contact your financial institution to determine when to initiate your payment so it will settle into the BOE's bank account on time. You will need to give them the tax or fee due date to help them determine when you will need to contact them.

Payment Inquiry/Cancellation

Contact your financial institution directly.



General EFT Information

Participation

If you have a Special Taxes account with an estimated average monthly tax or fee payment of \$20,000 or more, you are required to pay the tax or fee to the Board of Equalization (BOE) by EFT. Mandatory participants will be subject to penalties if they pay by another method (check, cash, or credit card). Although EFT filing is mandatory for some accounts, any special tax account holder may participate; each account requires a separate registration. To register as an EFT participant, you must complete and return a [BOE-555-ST, Authorization Agreement for Electronic Funds Transfer](#). This form is available online at www.boe.ca.gov.

Fax or mail the completed form to the division that administers your account.

State Board of Equalization
Special Taxes and Fees
PO Box 942879
Sacramento, CA 94279-0088

EFT Payment Methods

When you register as an EFT participant, you must select one of the following payment methods for your tax or fee payments through the Automated Clearing House (ACH):

- ACH Debit—You initiate a payment to allow the BOE to transfer funds from your bank account to the BOE's bank account.
- ACH Credit—You initiate a payment with your financial institution to transfer funds from your bank account to BOE's bank account.

Filing Returns

You must continue to file and mail your tax or fee returns and prepayments on time.

Efiling Information

Currently, the only Special Taxes programs eligible to efile are the International Fuel Tax Agreement (IFTA) and motor fuels accounts. Additional Special Taxes programs are scheduled to become eligible to efile. Visit our website www.boe.ca.gov or call us for information regarding efileing specific to your account. Accounts that efile do not need to mail in their returns or prepayments.

Changing EFT Registration Information

You must submit a new [BOE-555-ST](#) to change:

- Payment methods
- Financial institutions (ACH debit only)
- Savings or checking account number (ACH debit only)
- EFT contact person or telephone number

Please allow 10 days for processing.



For More EFT Information

- Call or write to us at:

State Board of Equalization
Special Taxes and Fees
PO Box 942879
Sacramento, CA 94279-0088

- **Internet**—www.boe.ca.gov
Click on the “eServices” tab, then “Electronic Funds Transfer (EFT)”.

If you need more information regarding your specific special tax program and are not sure which area to call, contact our Taxpayer Information Section at 800-400-7115 for assistance.

