



# EFT-11 Electronic Funds Transfer Payment System Worksheet (Audio Response and Operator-Assisted)



**For your payment to be received on time, you must complete your call no later than 3:30 p.m. Central Standard Time\* on or before the last business banking day before the due date.**

\*11:30 a.m. Hawaii; 12:30 p.m. Alaska; 1:30 p.m. Pacific Time; 2:30 p.m. Mountain Time; 4:30 p.m. Eastern Time; 5:30 p.m. Atlantic Time



**To use the Electronic Funds Transfer Payment System, dial 1 888 453-6789.  
Calls can be placed 24 hours per day, 365 days per year.**

**Note:** Before you call, complete the worksheet below. **Photocopy this worksheet for future use.**

• **Illinois EFT identification number**

Write your Illinois EFT identification number. You received this number on your registration acceptance letter. It is one of the three options below.

**For withholding income tax and business income taxes**, your EFT ID number is your Federal Employer Identification Number (FEIN), three digit sequence number, and one number check digit.

— — — — — (FEIN +4)

*Or*

**For sales, use, and excise taxes**, your EFT ID number is your eight-digit Illinois Business Tax (IBT) number.

— — — — — (IBT)

*Or*

**For individual income taxes**, your EFT ID number is your nine-digit Social Security Number (SSN).

— — — — — (SSN)

• **Password**

A temporary password code of "0000" is assigned to first-time callers. Please establish your new password before making a payment by calling 1 888 453-6789. Follow your EFT-10, Electronic Funds Transfer Payment System Phone Script, to change your password. Your password must be four **numeric** characters.

— — — — Write your new four-digit password.

• **Tax type code**

— — — — Write your three-to-five digit tax type code — See the chart on the back of this form to determine your tax type code.

• **Tax period end date**

— / — / — MMDDYY format — See the chart on the back of this form to determine your tax period end date.  
Month Day Year

• **Payment amount**

\$ — . — Write the amount of your payment in dollars and cents.

• **Debit date**

— / — / — MMDDYY format — Write the date you want your account debited.  
Month Day Year

• **Confirmation number**  
(Record your confirmation number)

— — — — Write the confirmation number you receive from this call here.  
To cancel a payment, use the confirmation number you received when that payment was accepted and follow the procedure on Page 2 of Form EFT-10.