



City of Sidney

Income Tax

ACH Credit Program for Businesses

AUTHORIZATION FORM FOR ACH CREDIT (ELECTRONIC FUNDS TRANSFER)

TAXPAYER INFORMATION

TAXPAYER ACCOUNT NAME: _____
SIDNEY TAXPAYER ACCOUNT NUMBER: _____
SOCIAL SECURITY OR FEDERAL IDENTIFICATION NUMBER: _____
NAME OF FINANCIAL INSTITUTION YOU WILL BE USING FOR ACH TRANSACTIONS: _____

CONTACT INFORMATION

PRIMARY CONTACT PERSON: _____ Title: _____
ADDRESS: _____ Telephone Number: () _____
CITY: _____ STATE: _____ ZIP CODE: _____

AUTHORIZATION STATEMENT

I hereby authorize the contact person listed on this form and the financial institutions involved in processing of my payments to receive confidential information necessary to effect electronic payment of withholding and/or net profit taxes, answer inquiries, and resolve issues related to enrollment and payments. If signed by a corporate officer, partner or fiduciary on behalf of the taxpayer, I certify that I have the authority to execute this authorization on behalf of the taxpayer. This authorization is to remain in full force until the City of Sidney has received written notification from me of termination in such time as to afford a reasonable opportunity to act on it.

Taxpayer Signature

Printed Name

Date

Title:

Mail the completed registration form to:

**CITY OF SIDNEY
INCOME TAX
201 W POPLAR ST
SIDNEY OH 45365-2720**

File layout specifications will be mailed to you once your registration form has been accepted

BASIC FACTS ABOUT THE ACH CREDIT PROGRAM

The ACH Credit Program permits you, as a taxpayer, to electronically pay (1) your monthly or quarterly withholding tax payments, and/or (2) your quarterly estimated tax payments. You are able to select the settlement date on which your remittance will be deducted from your bank account. With this program, you will need to contact your bank to have them send the funds to the City of Sidney.

Further, if you are able to transmit certain Required Addendum Information along with your electronic payment, you will satisfy your coupon *filing* requirement as well. No additional postage would be required.

BENEFITS TO YOU:

1. The ACH Credit Program is available to you 24 hours a day/7 days a week.
2. Your payments are processed conveniently and accurately via an electronic fund transfer. You control the payment date and amount.
3. Once you have transmitted certain Required Addendum Information, nothing needs to be mailed to us.

REQUIREMENTS:

To file using the ACH Credit Program, please contact your bank to ensure that they can process ACH credit transactions. Some banks offer software that allows you to initiate your own payments from your computer. If your bank does offer this service, ask for their ACH transmission schedule. You will receive credit for ACH credit transactions on the day *after* your bank transmits the transaction.

ENROLLMENT:

To register for the ACH Credit Program, all you need to do is complete this form and return it to the City of Sidney. Simply mail, fax, or email the form back to us at:

City of Sidney
Income Tax
201 W Poplar St
Sidney OH 45365-2720

Fax (937) 498-8149
Email incometax@sidneyoh.com

Once we receive your registration form, we will send to you the file layout specifications that you will need for preparation of your ACH Credit file transmissions. For additional information or assistance, please contact our office at (937) 498-8111.