

# How do I know my taxes are Paid?

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Our Tax team would like to invite you to monitor your federal tax payments. All tax deposits and tax returns are the ultimate responsibility of your company even if you authorize a third party like CPP to file and make payments on your behalf. We would like to give you the opportunity to check your payments by registering with EFTPS.com. Clients that are doing their own tax work can do this also. All payments for our tax service are transmitted electronically and paid through the automated clearing house. For your Federal payments you can do the following:

## **Federal Payments (including 941 and 940 taxes)**

EFTPS allows CPP to send your federal tax payments electronically. To view payments made on your behalf you will need to register with EFTPS to receive your PIN (Personal Identification Number). Complete the online New Taxpayer Enrollment Form at <https://www.eftps.gov/eftps> or call (800)-555-4477 for an enrollment form and within 15 days you'll receive your PIN in the mail at your IRS address of record. You will also need to create an Internet Password. Instructions for the Internet Password will be delivered in the mail with your PIN.

Once you have registered with EFTPS you will then have access to view your federal payments being made by CPP. Please know it can take a couple of days after the payment date for the payment to post to your account.

## **State Payments**

Each state governs its own rules and regulations for withholding and unemployment tax deposits. Since Complete Payroll Processing currently has clients in almost every state we can't list the verification methods for each state on this form. We recommend that you contact the state in which you currently do business for instructions on how to verify the tax payments made on your behalf.

## **Statement of Paid Liabilities**

Upon Request we will happily provide any client with a "Statement of Paid Liabilities" which shows the tax liabilities for each payroll throughout a given quarter, along with the confirmation of payment for each of those liabilities. Please contact your Customer Service Representative at any time for a copy of this report. Evolution users may run this report on demand within the Reports - Run Reports menu.

As always thank you for your continued business and we hope this is one more way we are proving that CPP is CustomerFirst!