



**Instructions**  
**Electronic Federal Tax Payment System (EFTPS)**  
**Tax Payments From Your PLGIT Account**

Please follow these instructions when completing a PLGIT Electronic Federal Tax Payment System (EFTPS) Deposit Form. When you have completed the form, fax it to the PLGIT Operations Group at (800) 252-9551 for processing.

**Are You Signed Up?**

Have you filled out the Department of the Treasury Form 9779 and submitted it to PLGIT? Did you properly complete this form and receive Form 9787 from the IRS? If not, you can obtain these forms by calling (800) 945-8400 or (800) 555-4477.

**Form Explanation:**

1. Date of Request	This is the date that you are faxing your payment request to PLGIT. PLGIT must receive your request at least <b>two business days</b> before the Tax Due Date.
2. Name of Entity	Please provide your entity name exactly as it appears on your EFTPS enrollment forms.
3. Tax ID Number	Please provide your Tax ID number.
4. PLGIT Account to Debit	Please list the PLGIT account number you would like your payment withdrawn from.
5. Type of Tax	This is the tax code you previously selected on your Form 8109 Federal Tax Deposit Coupon. Please contact your account manager for information on other tax payments you can make through PLGIT.
6. Tax Period	Please select the tax period that is covered by your deposit.
7. Tax Due Date	This is the date that your tax deposit is due.
8. Tax Deposit Amount	Please provide the dollar amount of your requested tax payment deposit.
9. Authorized Signature	Please provide a signature authorized to sign for your account.
10. Fax your request	Please fax your request to PLGIT at (800) 252-9551.
11. Receive Confirmation	PLGIT will fax to you a <u>special</u> Federal Tax Deposit Confirmation form to confirm that your payment will be processed as you requested. If you do not receive your faxed confirmation at least one business day before the Tax Due Date, you must contact PLGIT by phone at 1-800-572-1472, option 2. Your review of the faxed Federal Tax Deposit Confirmation is critical to ensuring that your tax payment is processed correctly. <b><u>PLGIT accepts no responsibility for your payment not being processed or being processed late if you cannot produce your faxed Tax Deposit Confirmation or if your PLGIT account balance is insufficient to cover your requested payment.</u></b>



Electronic Federal Tax Payment System (EFTPS) Deposit Form

1. Date of Request:\*\*\* \_\_\_\_\_

2. Name of Entity: \_\_\_\_\_

3. Tax ID Number: \_\_\_\_\_

4. PLGIT Account to Debit: \_\_\_\_\_

5. Type of Tax (Select One):

_____ 941	_____ 945
_____ 990C	_____ 1120
_____ 943	_____ 990T
_____ 720	_____ 990PF
_____ CT-1	_____ 1042
_____ 940	

6. Tax Period (Select One):

_____ 1st Quarter	_____ 3rd Quarter
_____ 2nd Quarter	_____ 4th Quarter

7. Tax Due Date:\*\*\* \_\_\_\_\_

8. Tax Deposit Amount:

FICA	_____
Medicare	_____
Federal Withholding	_____
TOTAL	_____

9. Authorized Signature \_\_\_\_\_

10. Please fax your request to PLGIT at (800) 252-9551.

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\*\*\* **Important Reminder.** To submit your Federal Tax Deposit on time, PLGIT must receive your payment request at least **two business days** before the Tax Due Date.