



## INSTRUCTIONS FOR COMPLETING REGISTRATION APPLICATION

Name and Address .....	Should be mailing address for EFT related information.
FEI# .....	Federal Employers Identification Number.
SC ID# .....	File number (SC Identification Number) for the particular tax type relating to the application.
Mandatory .....	You would have been notified of your requirement to pay electronically. By law, a business must pay electronically if: \$15,000 or more is owed in any one filing period for Corporate, Employer withholding or various Miscellaneous taxes or makes 24 or more payments within a one year period for Employer withholding only.
Exempt .....	Government agencies paying by IDT are exempt.
Voluntary .....	You are choosing to participate even though you do not meet the minimum dollar threshold or number of payments for the program.
Contact Person .....	The person we call if we have questions and the person to whom all correspondence is mailed.
ACH Debit .....	If you choose this method, give us all requested information, <b>attach either a copy of a voided check, micro spec sheet or letter from your bank</b> and sign the application.
Checking/Savings .....	Identify the type of bank account you are going to use for EFT.
Change of bank information .....	Please check this box if you need to change the bank information on your active EFT-ACH Debit Set-up.
Transit/Routing Number .....	Please call your bank to verify the number they use for EFT purposes.
ACH Credit .....	If you choose this method, contact your bank prior to sending in the application to confirm you can use this method. Once your application is received and processed, you will receive an acceptance letter with SCDOR's bank information. This is not the same as Fedwire.
Signature .....	<b>For ACH Debit, the signature is required.</b> This should be the signature of the person who signs the checks.