

# Rockland Trust Tax Payments Worksheet

<b><i>Federal Payment Worksheet</i></b>	
1. Access Code <i>(8 digits)</i>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2. Password	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3. Tax Type Code	<div style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>    3-6 digits                 </div> <p style="color: blue; margin-top: 10px;"><b>Telephone Users:</b> Enter 3-6 digit Tax Type Code. Example 941 is entered as 941.</p> <p style="color: blue; margin-top: 10px;"><b>Web Users:</b> Select 5-digit Financial Institution Code (See User Guide) Example: Financial Institution Code for 941 Federal Tax Deposit is 94105.</p>
4. Payment Type Code	<p style="color: blue; margin-bottom: 5px;"><b>This is a Field for Telephone Users only</b></p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <input type="text"/> </div> <div style="text-align: right; font-size: small;">                 1 = Federal Deposit                  2 = Payment on a Return                  3 = Deficiency on a Return             </div> </div>
5. Tax Filing Period  Period Ending Date	<p>Phone : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> YYMM</p> <p>Web:    <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Enter payment quarter and year</p> <p style="margin-top: 20px;"><b>The Time Period to which your Tax Payment is related.</b></p> <p style="color: blue; font-size: small; margin-top: 5px;"><b>Telephone Users:</b> Date format is entered as Year, Year, Month, Month MM refers to the quarter ending month. Example: Tax Type 941 – 2<sup>nd</sup> quarter for 2006 is entered as <b>0606</b></p> <p style="color: blue; font-size: small; margin-top: 10px;"><b>Web Users:</b> Example: Tax Type 941 – 2<sup>nd</sup> quarter for 2006 is entered as <b>Q22006</b>.</p>

*Continued*

**6. Payment Amount**

\$ , , .

**Telephone Users:** A \$10.00 payment must be entered as 1000

**Web Users:** A \$10.00 payment is entered as \$10.00

**7. Verification Code**  
(optional)

**This is an Optional Field for Telephone Users only:** Press # to bypass.

This code validates the payment amount and protects from errors. See page 5 in the User Guide on how to calculate the Verification Code.

**8. Payment Due Date**

Phone:  MMDDYY

Web:  MMDDYYYY

**The payment due date is the day the funds will be credited to the IRS.** Please remember, the tax or payment due date must be a normal banking day and cannot be a holiday or weekend. If you are unsure of your federal payment due date, consult your Circular E (Publication 15, available at [www.irs.gov](http://www.irs.gov)) or contact the IRS at 1.800.829.4933.

**Telephone Users:** Date format is entered as Month, Month, Day, Day, Year, Year, Example: May 31, 2006 is entered as **053106**

**Web Users:** Date format is entered as Month, Month, Day, Day, Year, Year, Year, Year Example: May 31, 2006 is entered as **05312006**

**9. Acknowledgment Number**

Provided by the system, indicating a successful payment