Digital Banking Guide

ACH Tax Payments

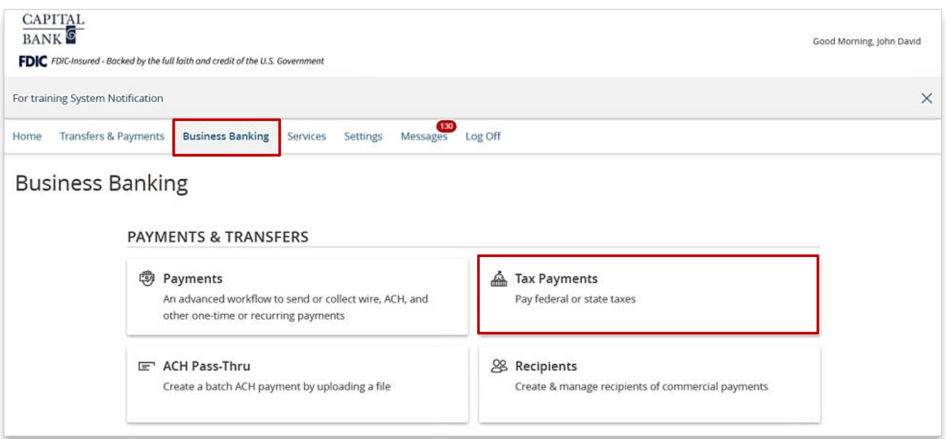
CAPITAL BANK

capitalbankmd.com

User Guide- Tax Payments

Introduction to Tax Payment

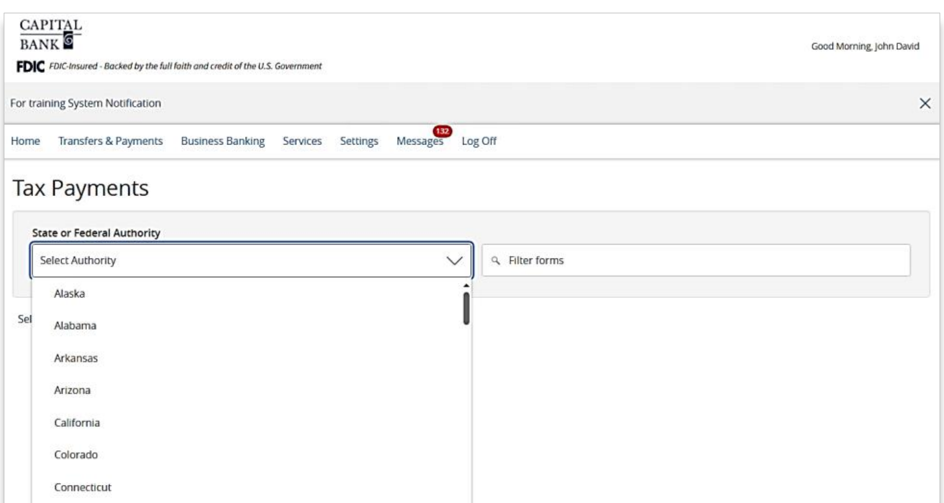
The ACH network provides a secure and convenient platform for businesses and consumers to make tax payments to local, state, or federal tax authorities.
The Tax Payments functionality available on Digital Banking allows you to debit your bank account and transfer the funds directly to the relevant tax authority.
Please Note: Registration with the 'Electronic Funds Transfer (EFT) program is required before processing tax payments through Online Banking

<table>
<tr>
<td>
</td>
<td>Overview:

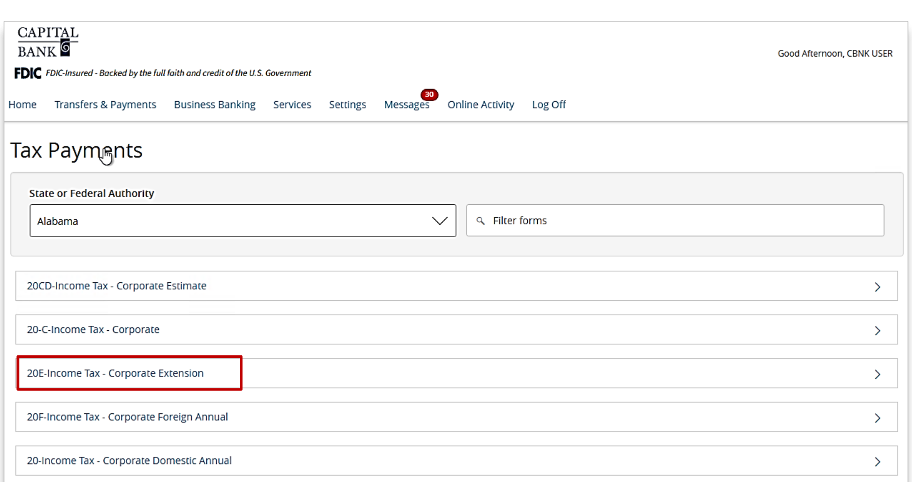
This user guide will cover the process of creating a Tax Payment for a selected Tax Authority.

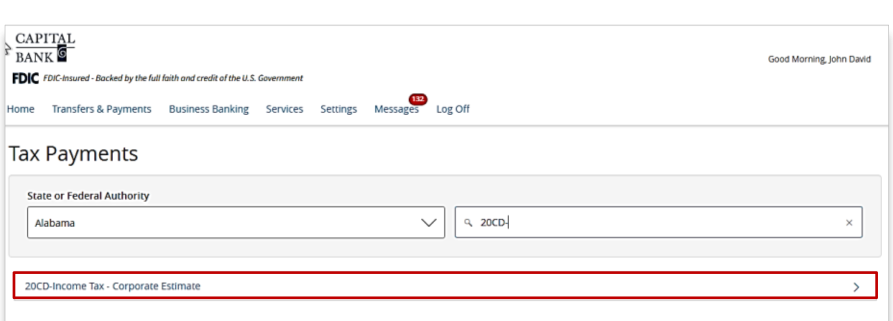
Section 1: Tax Payment Creation

Navigation:

1. Navigate to the 'Tax Payments' tile under the 'Business Banking' tab.</td>
</tr>
<tr>
<td>
</td>
<td>2. The 'Tax Payments' page is used to make Federal and/or State tax payments.
This tax payment page requires users to select the federal authority and tax type/tax form against which payment needs to be made.

a. On the 'Tax Payment' screen select recipient 'State or Federal Authority' using the drop-down.
The drop-down will list available tax authorities.

In this example, we will select 'Alabama' Tax Authority from the dropdown.</td>
</tr>
<tr>
<td>


</td>
<td>b. On selecting the 'Tax Authority' a list of applicable tax forms will be displayed.
To search for a specific tax form, use the 'Filter forms' search bar. You can use any key word from the tax form name as a key word.

In this example, we will select '20CD-Income Tax – Corporate Estimate' tax form.

On selecting the required tax form, the relevant payment fields will be displayed.

Please Note: Tax payment fields will vary depending on the Tax Authority and Tax form selected.

On the 'Tax Payment' screen enter the following details:

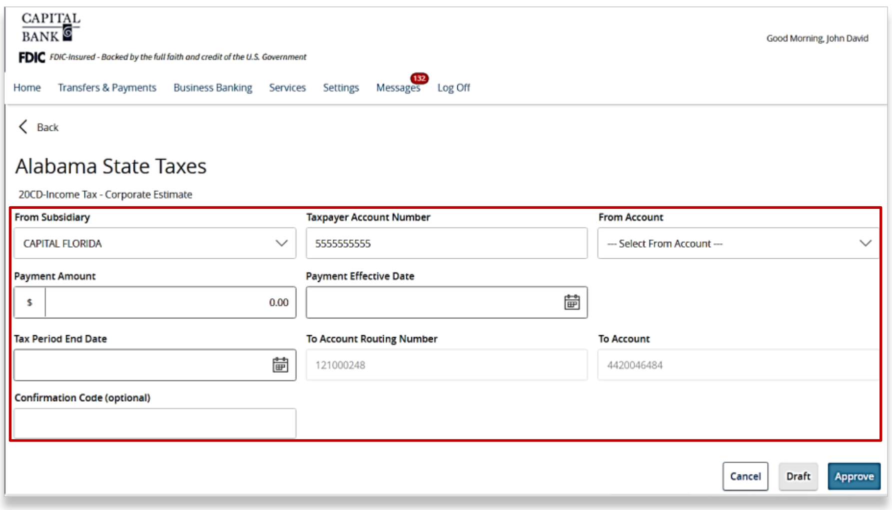
c. From Subsidiary: Select the required subsidiary using the drop-down

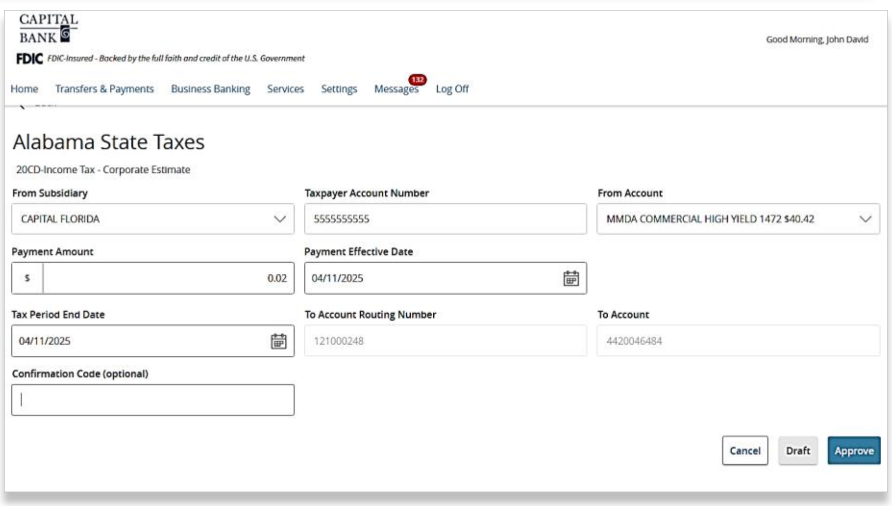
d. Taxpayer Account Number: This is the taxpayer's identification number assigned by the Internal Revenue Service.

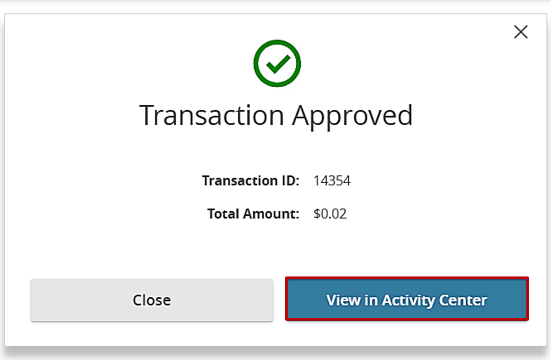
Please Note: The 'Taxpayer Account Number' field requirements may vary based on the tax form and tax authority.

e. From Account: Using the dropdown select the account from which the tax payment will be debited.

f. Enter 'Payment Amount' and select 'Payment Effective Date' using the calendar.</td>
</tr>
</table>







Please note: Standard processing time for Tax (ACH) Payments is 2 banking days.

g. *Tax Period End Date*: is the last date of the period which the tax payment will cover.

h. Click on ‘Approve’ to submit.

Please Note: The ‘To Account Routing Number’ and ‘To Account’ number will auto populate when user selects Tax Authority & Tax Form.

3. Based on your rights and approval limits, you will have the option to draft or submit and approve the payment.

4. Click on the ‘Draft’ button to save the payment as a draft or on the ‘Approve’ button to submit the payment. The payment may need additional approval based on your user entitlement. Click on ‘Cancel’ if you wish to cancel the payment and return to the ‘Payment Hub’ screen.

5. A ‘Transaction Approved’ overlay will be displayed with ‘Transaction ID’ and the payment amount.

6. Click on ‘Close’ to navigate to the ‘Payments Hub’ screen. To view the payment details, click on the ‘View in Activity Center’ button