

STATE OF ARKANSAS
ELECTRONIC FUNDS TRANSFER (EFT) SYSTEM
TOUCHTONE INSTRUCTIONS for ACH DEBIT

YOU MUST COMPLETE YOUR CALL BY 3:00PM CENTRAL STANDARD/DAYLIGHT TIME ON OR BEFORE THE LAST BUSINESS DAY PRIOR TO THE DUE DATE.

Before calling the Electronic Funds Transfer System, be sure to have the following information available:

Required Data

Format/Description

TAX ID NUMBER	Enter your 8-digit Account ID if Natural Gas Severance Tax. Enter your 9-digit FEIN ID if Miscellaneous Tax is other than Natural Gas Severance Tax
SECURITY CODE	Enter the 4-digit number selected by you. <i>For first-time callers, please refer to the "EFT SYSTEM GUIDELINES" section on the reverse side.</i>
TAX TYPE	-----Miscellaneous Taxes----- 06000 – Alcoholic Beverage 08400 – Oil and other severance taxes 07200 – Cigarette Stamp 08600 – Timber 07300 – Tobacco 14100 – Electronic Games of Skill (Southland) 07600 – Soft Drink 14101 – Electronic Games of Skill (Oaklawn) 08200 – Natural Gas Severance 14102 – Bingo Tax
TAX DATE	Enter a 6-digit MMDDYY format. For most tax types, this is the <i>Tax Period Ending Date</i> . For Cigarette Tax Stamps (07200), this is the <i>Cigarette Tax Stamp Purchase Date</i> .
ACCOUNT DEBIT DATE	Enter as a 6-digit MMDDYY format your desired funds settlement date (i.e. your bank account debited). [NOTE: Weekends and holidays are excluded].
TAX PAYMENT	Enter as dollars <u>and</u> cents, the total tax amount being reported.
VERIFICATION CODE	Two-digit computed value confirming the tax amount entered/reported. <i>Please refer to the "EFT SYSTEM GUIDELINES" on the reverse side of this card.</i>

CALL 1-800-200-8894

- System: Welcome to Arkansas' Electronic Funds Transfer System.
If you are calling from a touch-tone phone, please press '1' now. If you have a rotary phone, please hold on the line for operator assistance.
Caller: 1.
- System: To expedite your call, please press the pound (#) sign after each entry and after the system repeats your entry. If your entry or what you hear is NOT correct, press the star (*) key and the system will re-prompt that field.
(NOTE: You may press pound (#) to bypass this message altogether.)
- System: Enter your Tax ID Number.
Caller: _____ # (8-digit Account ID, if Natural Gas Severance Tax)
 _____ # (9-digit FEIN, if Miscellaneous Tax is other than Natural Gas Severance Tax)
- System: You entered _____.
Caller: Press '#' at anytime to accept or bypass the system's recording or '*' to correct and reenter.
- System: Enter your Security Code.
Caller: _____ #.
- System: Enter your Tax Type Code.
Caller: _____ #.
- System: You entered _____.
Caller: Press '#' at anytime to accept or bypass the system's recording, or '*' to correct and reenter.
- System: To make a tax payment, press '1'. To perform a cancellation or inquiry, press '2'. For a Security Code change, press '3'.
Caller: _ #. (1# - proceed with prompt # 9, 2# - forwards to a voice operator, # 3 – follow as prompted).

9. System: Enter your Tax Period Ending Date (MMDDYY) – for all Tax Type codes, except 07200.
 Caller: Enter your Cigarette Tax Stamp Purchase Date (MMDDYY) – for Tax Type 07200 (Cigarette Stamp)
 _____#. (MMDDYY)
10. System: You entered _____.
 Caller: Press '#' at anytime to accept or bypass the system's recording or '*' to correct and reenter.
11. System: Enter your Tax Amount.
 Caller: \$_____#.
12. System: You entered _____dollars and _____cents.
 Caller: Press '#' at anytime to accept or bypass the system's recording, or '*' to correct and reenter
13. System: Enter Verification Code. (NOTE: To cancel your call, you may hang up here or at anytime prior to this prompt.)
 Caller: __#.
14. System: Enter the date you would like your bank account debited (MMDDYY).
 Caller: _____#. (MMDDYY)
15. System: You entered _____.
 Caller: Press '#' at anytime to accept or bypass the system's recording, or '*' to correct and reenter
16. System: Tax report accepted. Your Reference Number is _____. Repeating, your Reference Number is _____.
 Please record this number for you records.
17. System: To disconnect, press '1'. To perform additional functions, press '2'.
 Caller: 1 # - Thank you for using Arkansas' Electronic Fund Transfer System.
 2 # - (proceed to next step).
18. System: To report for the same ID Number, press '1'. To report for a different ID, press '2'.
 Caller: 1 # - return to step #5
 2 # - return to step #3

For assistance with your EFT transmission problems or questions, contact the Miscellaneous Tax Section----(501) 682-7187

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EFT SYSTEM GUIDELINES*:

- Canceling a previous tax payment:** You can effectively cancel a transaction by requesting and performing this function any time before 3:00pm Central Daylight/Standard Time one business day prior to the specific debit date. By selecting option # 2 at the menu prompt, you will be transferred to a voice operator. Indicate your desire to perform a cancellation with the operator and be prepared to supply the *Reference Number* identifying the transaction you wish to cancel.
- Purpose of the Reference Number:** The *Reference Number* is generated by the system to track each completed tax transaction. IT is crucial for system inquires and cancellations and beneficial for researching any payments in questions.
- Verification Code Calculation:** You must precalculate this value based on the reported *Tax Amount*. It is computed by adding 1) the sum of the digits with 2) the number of digits in your *Tax Amount*. [EXAMPLE: \$55,950.10. 1) 5+5+9+5+0+1+0= 25, 2) 5,5,9,5,0,1,0=7. Thus, the Verification Code on this *Tax Amount* is 25+7 = 32].
- Changing the Security Code:** Your 4-digit numeric Security Code may be changed as often as you wish. Simply select option # 3 at the menu prompt prior to or after initiating a payment, then enter your current Security Code along with two entries of the new Security Code. If you should ever forget your Security Code, and cannot successfully reset it yourself, please contact the appropriate department listed above.
- Due Dates on Weekends or Holidays:** You must stipulate the settlement/debit date on or before the last business date immediately preceding the subject due date. [EXAMPLE: A Monday holiday due date would require transfer by the preceding Friday.] Federal Banking Holidays and State Holidays are not business days.
- How far in advance can a payment be made:** You may specify a debit date no more than 45-days in advance. Your payment will be stored on the system for inquiry or cancellation until 3:00pm CT. on the business date prior to the specified debit date.
- Changing Registration Information:** Please report any change to the appropriate department listed above. 1) payment method, 2) financial institution, 3) checking or saving account number, 4) address or contact person 5) taxpayer ID number.
- First Time Caller:** At step # 5, simply enter the "initial" and temporary *Security Code* value of "0 0 0 0". The system will prompt you to change it to a 4-digit numeric value of your choice. Once you have completed this change, the system will proceed to step #6.