PEOPLES TRUST Company

The bank with a *heart.*

Member FDIC

Business Banking – Tax Payment Reference

Making Federal Tax, State Tax and Child Support Payments

Log into business banking www.ptcvt.com. Select Move Money>Make/Collect a payment. From the payments screen pictured below, select Make payments>Make a one time payment>select funding account and payment type Tax(CCD). Enter a Payment name and Payment description as a reference.

Payments

What do you want to do?

- ● Make payments   ○ Collect payments   ○ Upload pass through file

How do you want to pay?

Make a one time payment ▾

Funding account

CORPORATE CONNECT ****7315 ▾   Current: $47.81   Available: $47.81

Payment type

Tax (CCD) ▾

ACH Company ID

1123456789 ▾

Payment name

Tax Payment Test

Payment description

Tax

Select the Tax Authority name for the type of tax payment you wish to make and select tax form number 'ALL'. The remaining fields pictured below are to be completed with your individual company taxpayer information. The crediting account information for each tax payment type will be prefilled. *It will be important to verify the accuracy of the company taxpayer addenda information entered to ensure proper credit.

Recipient Details

Tax Authority

Tax authority name	Tax form number
Vermont State Tax Payment	ALL - ALL

Enter the variable addenda information below

Taxpayer ID	223445566
Tax Type Code	0001
Tax Period End Date	07/31/2024
Tax Amount Type	1
Tax Amount	$1.00

Addenda information

705TXP * 223445566 * 0001 * 240731 * 1 * 100 \

Account

Bank account type	Business Checking	Routing number	221172186
Bank account number	▮▮▮▮▮▮▮0634		

Once the payment has been submitted and company approved, you will be given the option to save the template for future payments. A secondary company Administrator may need to approve the new template before it is saved to the system and available to authorized online users.

Payments

✔ **Payments were scheduled.** The payment will be processed on Jul 22, 2024 by 4:30 PM EDT. You may cancel the pa contacting your financial institution.

Save this payment as a template?

| Yes | No |

What do you want to do?

○ Make payments   ○ Collect payments   ○ Upload pass through file

| Scheduled Payments | Approved Payments | Declined/Failed Payments | Payment Drafts |

Showing all payments ▼

Scheduled Payments	Status		Amount
Jul 23			
Tax Payment Test Tax (CCD)	⊘ Company approved		-$1.00 ⊗ Cancel

Below is what the saved template payment screen will look like for subsequent payments. Addenda record fields are to be completed with individual company taxpayer information.

1	Vermont State Tax Payment, ALL	$1.00
	Checking *0634	

Enter the variable addenda information below

Taxpayer ID	000000000000
Tax Type Code	00000
Tax Period End Date	MM/DD/YYYY 🗓
Tax Amount Type	0
Tax Amount	

Addenda information

705TXP * Taxpayer ID * Tax Type Code * Tax Period End Date * Tax Amount Type * Tax Amount \

Repeat the same steps for other available tax payment types. Below are examples of what saved templates look like for EFTPS (Federal) and VT Child Support payments and the required fields needed when submitting payments.

1	EFTPS Tax Format Addenda, ALL	$1.00
	Checking *1009	

Enter the variable addenda information below

Taxpayer ID	000000000
Taxpayer Type Code	IRS Tax Form #
Tax Period End Date	MM/DD/YYYY
Amount Type	1
Tax Amount	
Amount Type (Optional)	2
Tax Amount (Optional)	
Amount Type (Optional)	3
Tax Amount (Optional)	

Addenda information

705TXP * Taxpayer ID * Taxpayer Type Code * Tax Period End Date * 1 * Tax Amount * 2 * Tax Amount * 3 * Tax Amount \

1   State of Vermont Child Support, ALL $1.00

Checking *0246

Enter the variable addenda information below

Case Identifier
```
0000000000
```

Pay Date
```
MM/DD/YYYY
```

Payment Amount

Absent Parent SSN
```
000000000
```

Absent Parent Name (Optional)
```
0000000000
```

FIPS Code (Optional)

Employment Termination (Optional)

Addenda information

705DED * CS * Case Identifier * Pay Date * Payment Amount * Absent Parent SSN * W * Absent Parent Name *   * Employment Termination \