



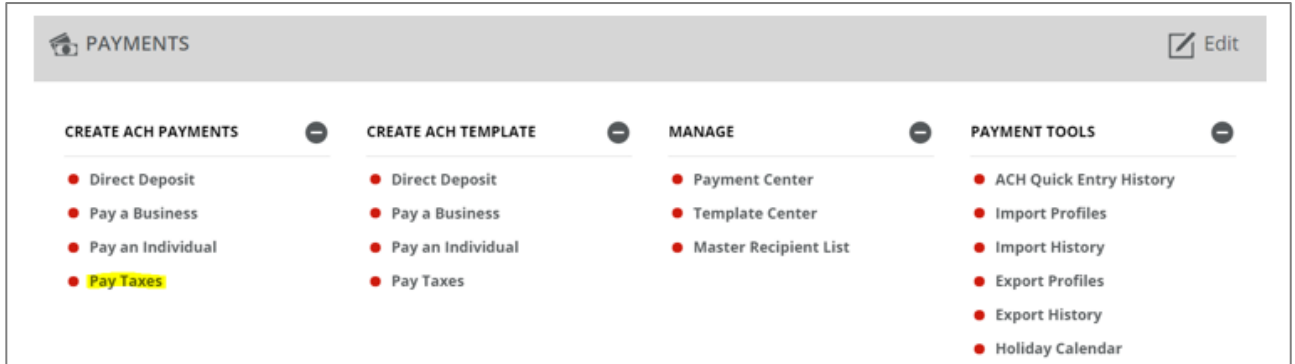
EAST WEST BANK

**ACH Tax Payment
Quick Reference Guide**

April 2025

ACH Tax Payment Quick Reference Guide

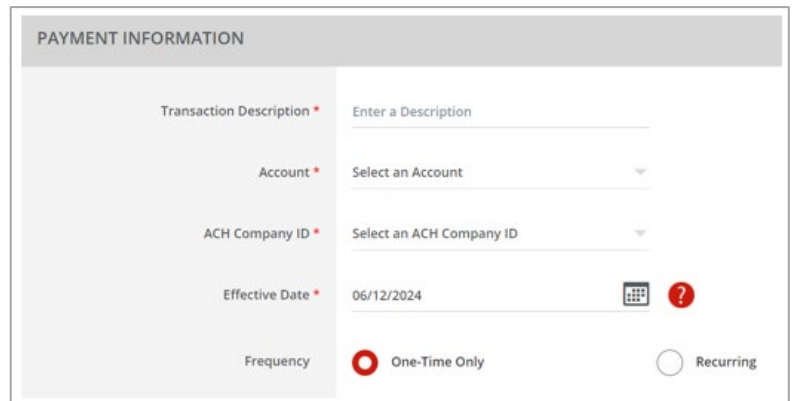
- To initiate an ACH Tax Payment, log into **businessBridge® Premier**.
- Click on **Payments** and select **Pay Taxes** under **Create ACH Payments**.



PAYMENTS Edit

CREATE ACH PAYMENTS	CREATE ACH TEMPLATE	MANAGE	PAYMENT TOOLS
<ul style="list-style-type: none"> Direct Deposit Pay a Business Pay an Individual Pay Taxes 	<ul style="list-style-type: none"> Direct Deposit Pay a Business Pay an Individual Pay Taxes 	<ul style="list-style-type: none"> Payment Center Template Center Master Recipient List 	<ul style="list-style-type: none"> ACH Quick Entry History Import Profiles Import History Export Profiles Export History Holiday Calendar

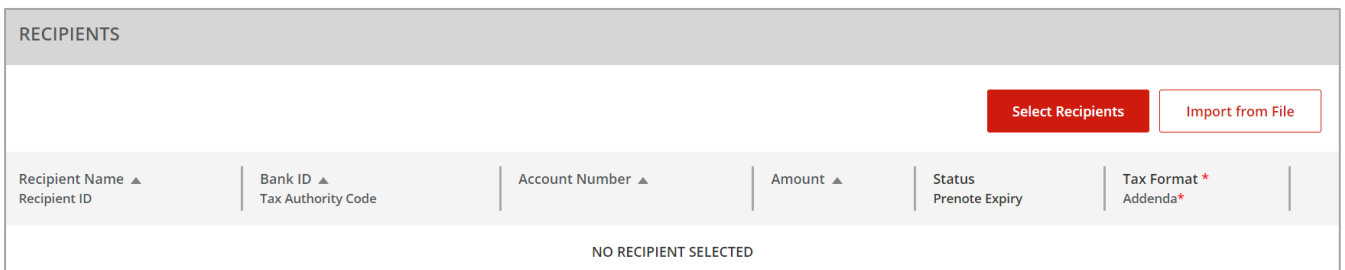
- Enter Payment Description**
 - Account:** Select the account that will fund the ACH Payment.
 - ACH Company ID:** Select your ACH Company ID.
 - Effective Date:** The date the payment will be received.



PAYMENT INFORMATION

Transaction Description *	Enter a Description
Account *	Select an Account
ACH Company ID *	Select an ACH Company ID
Effective Date *	06/12/2024 Calendar Icon Help Icon
Frequency	<input checked="" type="radio"/> One-Time Only <input type="radio"/> Recurring

- Click **Select Recipients**.



RECIPIENTS

Select Recipients Import from File

Recipient Name ▲ Recipient ID	Bank ID ▲ Tax Authority Code	Account Number ▲	Amount ▲	Status Prenote Expiry	Tax Format * Addenda*
NO RECIPIENT SELECTED					

- Select **State**.

RECIPIENTS

Running Totals ▾

Show All ▾

Search

?

Select Recipients

Import from File

Recipient Name ▲ Recipient ID	Bank ID ▲ Tax Authority Code	Account Number ▲	Amount ▲	Status Prenote Expiry	Tax Format * Addenda*	
				Set All ▾		
CALIFORNIA CA	CA			Active ▾		

- Click on the **Plus Sign** under **Tax Format** and select the **Tax Type**
 - Enter your company's **Tax ID Number**
 - Enter the **Period End Date**
 - Enter **Tax Amount**

ADDENDA INFORMATION

Taxpayer ID *

Enter Taxpayer ID

Period End Date *

mm/dd/yyyy

Tax Amount *

Enter Tax Amount

Note: Tax Type and Addenda Information can be found on your Tax Bill

Based on the information entered, the Addenda will be generated for you.

Recipient Name ▲ Recipient ID	Bank ID ▲ Tax Authority Code	Account Number ▲	Amount ▲	Status Prenote Expiry	Tax Format * Addenda*	
				Set All ▾		
CALIFORNIA CA	122000496 CA	8003221456	1,000.00 USD	Active ▾		
Addenda TXP*333222111411*02124*240615*T*100000\ <div>Edit Delete</div>						

QUESTIONS?

Email: EWBClientService@eastwestbank.com | Phone: 888-761-3967
Hours: 6:00 am to 7:00 pm PT Monday through Friday