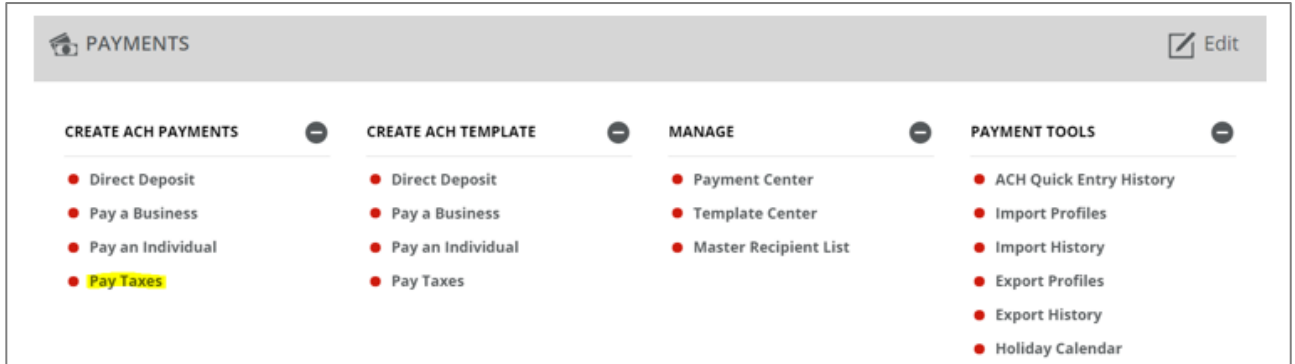# EAST WEST BANK

**ACH Tax Payment
Quick Reference Guide**

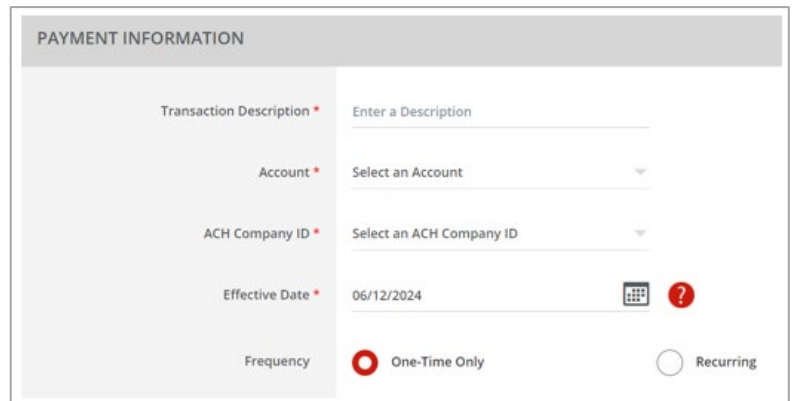**April 2025**

ACH Tax Payment Quick Reference Guide

- To initiate an ACH Tax Payment, log into ***business*Bridge® Premier**.

- Click on **Payments** and select **Pay Taxes** under **Create ACH Payments.**
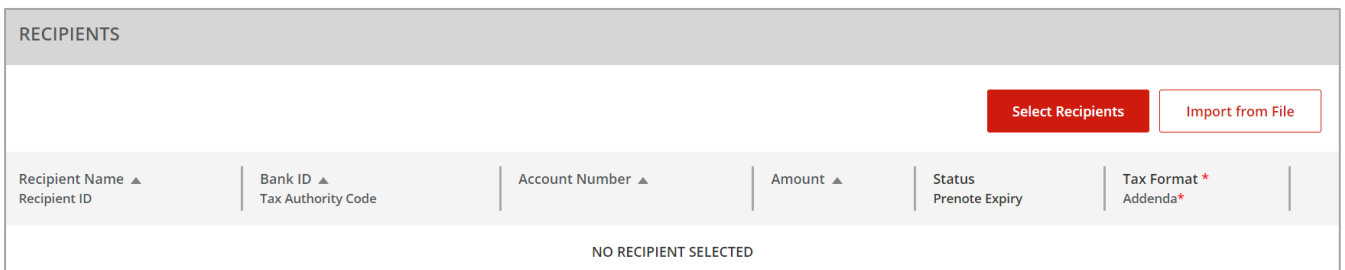

- **Enter Payment Description**
  - o **Account:** Select the account that will fund the ACH Payment.
  - o **ACH Company ID:** Select your ACH Company ID.
  - o **Effective Date:** The date the payment will be received.

- Click **Select Recipients.**

- Select **State**.

- Click on the **Plus Sign** under **Tax Format** and select the **Tax Type**

    o Enter your company's **Tax ID Number**

    o Enter the **Period End Date**

    o 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.