



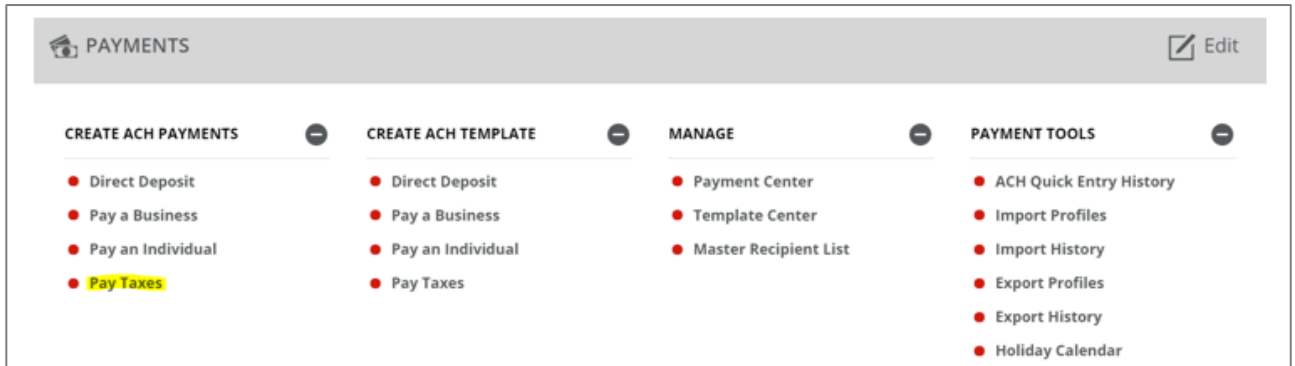
EAST WEST BANK

**ACH Tax Payment
Quick Reference Guide**

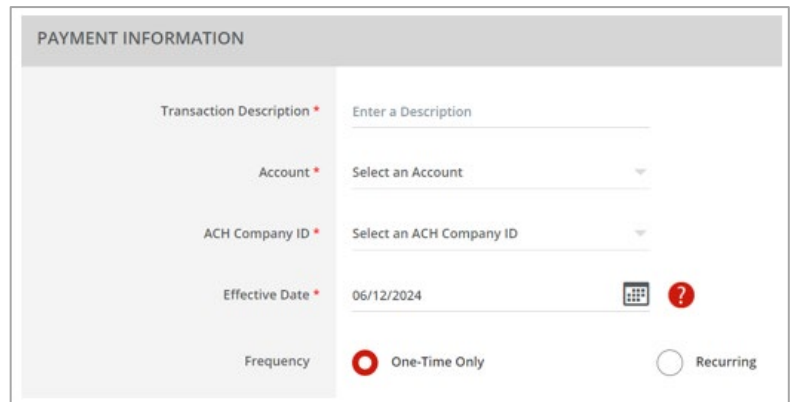
September 2024

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**.



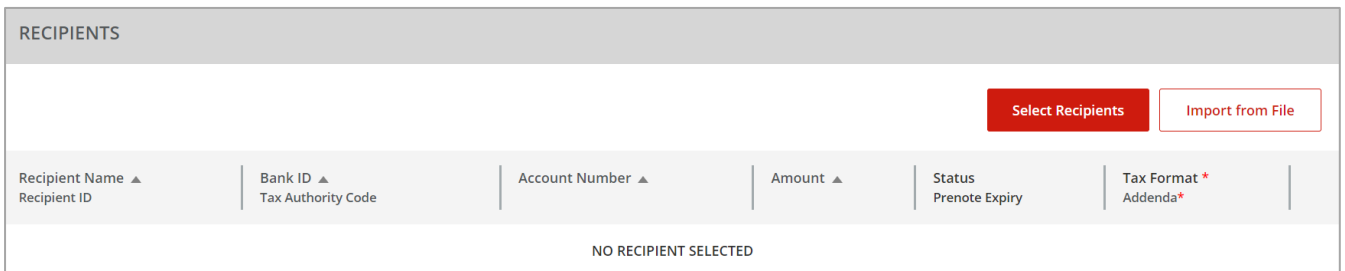
- **Enter Payment Description**
 - **Account:** Select the account that will fund the ACH Payment.
 - **ACH Company ID:** Select your ACH Company ID.
 - **Effective Date:** The date the payment will be received.



The screenshot shows the 'PAYMENT INFORMATION' form with the following fields:

- Transaction Description ***: Enter a Description
- Account ***: Select an Account
- ACH Company ID ***: Select an ACH Company ID
- Effective Date ***: 06/12/2024
- Frequency**: One-Time Only Recurring

- Click **Select Recipients**.



The screenshot shows the 'RECIPIENTS' table with the following columns:

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

Buttons: **Select Recipients** (red), **Import from File** (white)

- Select **State**.

RECIPIENTS						Running Totals
Show All		Search				<input type="button" value="Select Recipients"/> <input type="button" value="Import from File"/>
Recipient Name ▲ Recipient ID	Bank ID ▲ Tax Authority Code	Account Number ▲	Amount ▲	Status Prenote Expiry	Tax Format * Addenda*	
CALIFORNIA CA	CA			Active		<input type="button" value="i"/> <input type="button" value="+"/> <input type="button" value="trash"/>

- 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 *

Period End Date *

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*	
CALIFORNIA CA	122000496 CA	8003221456	1,000.00 USD	Active		<input type="button" value="i"/> <input type="button" value="trash"/>
Addenda: TXP*333222111411*02124*240615*T*100000\ <input type="button" value="Edit"/> <input type="button" value="Delete"/>						

QUESTIONS?

Email: GTSEWBClientService@eastwestbank.com | Phone: 888-761-3967

Hours: 6:00 am to 7:00 pm PT Monday through Friday