

Quick Reference Guide

ACH Tax Payments

JHA Treasury Management™

Last Updated: March 10, 2022

ACH Tax Payments

Overview: JHA Treasury Management™ Create ACH Tax Payment helps businesses to schedule and make accurate on-time tax payments. Our human-centered designed interface simplifies the process of paying Federal and State taxes by combining all the necessary requirements in one convenient workflow. When all the requested information is completed, the user can simply review the data and confirm the payment. Once the payment is complete, audit data is compiled in the Create ACH Tax Payment Report and readily available for internal and external consumption anytime it is needed.

Benefits for the Banks?

- Selecting Federal or State automatically adjust the data input requirements so users can accurately complete the required information for each field.
- Reduced risk. Direct payment processed as an ACH credit pushes funds to designated accounts.
- Tax Payments feature can be enabled or disabled at the company level, giving banks the opportunity to charge fees for this service.

Benefits for Customers?

- Complies with Electronic Funds Transfer (EFT) systems, making it easy for federal, state and municipalities supporting electronic payments.
- Secure payments. Unique user 2FA prevents unentitled users from accessing tax payments and records.
- Creates digital and transparent efficiencies. Eliminates missed tax payments and minimizes the potential of human errors.
- Fraud risk point controls are available including authentication for create, edit, delete, and approve ACH Tax Payments.

ACH Product Configuration

JHA Treasury Management™ Company User Configuration Reports Hi, carlsills Last Login: 06/08/2022, 10:11 AM, CST Log Out

ACH Configuration ⓘ

ACH Settings

Tax Settings

Tax Settings

Allow Federal Tax Payments: YES 1

Allow State Tax Payments: YES 2

State Tax Codes

Browse... No files Upload 3

Current State Tax Code File:

[Sample State Tax Codes.csv](#)

Save Cancel

Navigate to Back Office Configuration > ACH Product Feature Configuration > Tax Settings. Configure the following settings to set default for new companies:

1. Allow Federal Tax Payments
2. Allow State Tax Payments
3. Uploaded files must meet the State Tax Code File Requirements:
 - Column A = State
 - Column B = Tax Code
 - Column C = Tax Code Description
 - Uploaded files will display under the 'Current State Tax Code File' section
 - Users will be able to select the file and download it

Tip: To maintain a record of previously used files, download and save the current file before uploading a new version..

Edit Company ACH Configuration

JHA Treasury Management™ Company ▾ User ▾ Configuration ▾ Reports Hi, carlsills Last Login: 06/08/2022, 10:11 AM, CST Log Out

[Allen Burks Dashboard](#)

Edit ACH

Manage Fees and Approvals

Daily Limit:	<input type="text" value="\$50,000.00"/>	Payment Approval:	<input type="text" value="None"/>	Recipient Approval:	<input type="text" value="None"/>
Allow Same Day Initiation:	<input checked="" type="checkbox"/> YES	Template Approval:	<input type="text" value="None"/>	International Template Approval:	<input type="text" value="0"/>
Allow Federal Tax Payments:	<input checked="" type="checkbox"/> YES 1				
Allow State Tax Payments:	<input checked="" type="checkbox"/> YES 2				
Allow Child Support Payments:	<input type="checkbox"/> NO				
Allow International ACH Payments:	<input type="checkbox"/> NO				
Allow ACH Notification of Change Review: ⓘ	<input type="checkbox"/> NO				

ACH Companies

Navigate to Back Office Configuration > Company > ACH Product Features:

1. Allow Federal Tax Payments: Set to yes to enable tax payments for all Federal tax type codes
2. Allow State Tax Payments: Set to yes to enable tax payments for all State tax type codes included in your uploaded State Tax Code file

Tip: Users with the Create ACH Payment entitlement will be able to submit tax payments.

ACH Payment Report

Company Name	Created By	Created Date	Approved/ Rejected By	Approved/ Rejected Date	Status	Initiated Date	Effective Date	Frequency	Transaction Id	ADH Company	Batch Name	SEC Code	Debit Amount	Credit Amount	Offset Account	Offset Amount
[Redacted]	Scheduler	07/16/2019 @ 6:01AM			Initiated	06/27/2018	07/25/2019	One Time	A000000012989	[Redacted]	Cupcakes 0000001	PPD	\$40.00	\$40.00		\$0.00
[Redacted]	Scheduler	07/16/2019 @ 6:01AM			Initiated	01/30/2019	07/25/2019	One Time	A000000012991	[Redacted]	Weekly 2	PPD	\$0.00	\$12.00	1984	\$12.00
[Redacted]	Scheduler	07/16/2019 @ 6:01AM			Initiated	06/27/2018	07/25/2019	One Time	A000000012994	[Redacted]	MACMACMAC MAC	PPD	\$15.00	\$15.00		\$0.00
Sierra		07/17/2019 @ 1:23PM			Initiated	07/17/2019	07/17/2019	One Time	A000000013029-T	[Redacted]	SMAC FED TXP	CCD	\$1.00	\$1.00		\$0.00
Sierra		07/17/2019 @ 3:54PM			Initiated	07/17/2019	07/17/2019	One Time	A000000013059-T	[Redacted]	SMAC FED TXP	CCD	\$1.00	\$1.00		\$0.00

Navigate to Back Office > Reports > ACH Payment Report:

- 1. Tax payments will be displayed on the ACH Payment Report and can be easily identified by the Transaction ID suffix designated -T

ACH Tax Payments

Channel Navigation

The screenshot shows the 'YourFi' web application interface. At the top, there is a navigation bar with 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'REPORTING', and 'ADMIN'. The 'PAYMENTS' menu is expanded, showing a list of options. A red circle with the number '1' highlights 'Create ACH Tax Payment', and another red circle with the number '2' highlights 'ACH Tax Templates'. On the left, a 'Create ACH Tax Payment' form is visible, with a progress indicator showing '1. Create Payment' as the current step. The form includes fields for 'Tax Payment Name', 'Tax Period End Date', 'Tax Code', and 'Tax Payer ID', along with radio buttons for 'Manual Entry' and 'From Template', and a 'Restrict Payment' checkbox. At the bottom of the form are 'Review' and 'Cancel' buttons.

Navigate to Payments > ACH to access tax payment options

1. Create ACH Tax Payments

From the Create ACH Tax Payments link a user can choose:

- Manual Entry
- From Template

2. ACH Tax Templates

From the ACH Tax Templates link a user can:

- View a list of tax templates
- Select one or more templates to initiate payment
- Create a new template

Note: To work with Tax Payments a company must be configured within Back Office for one or both of the following ACH Product Feature Configurations:

- Allow Federal Tax Payments
- Allow State Tax Payments

ACH Tax Payments

Creating a State Tax Payment

1 ● Manual Entry ○ From Template

2 ○ Federal ● State

State: *

ACH Company Name: *

Recipient Name: *

Tax Payment Name: *

Pay From Account: *

Recipient ID Number:

Tax Period End Date: *

Effective Date: *

Recipient Routing Number: *

Tax Code: *

Amount/Amount Type: *

Recipient Account Number: *

Tax Payer ID *

Recipient Account Type: *

Restrict Payment

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1. Select the Payment Method:

From the Create ACH Tax Payments link a user can choose:

- Manual Entry
- From Template

2. Select State as the Payment Type: When State is selected the following fields are required:

- State
- Tax Payment Name
- Tax Period End Date
- Tax Code
- Tax Payer ID
- ACH Company Name
- Pay From Account
- Effective Date
- Amount / Amount Type
- Recipient Name
- Recipient Routing Number
- Recipient Account Number
- Recipient Account Type

Note: A user can manually input a state tax code if it is not available as a selection. A warning indicator will display to ensure the user is aware before they move forward with the payment.

ACH Tax Payments

Creating a Federal Tax Payment

1 ● Manual Entry ○ From Template

2 ● Federal ○ State

Tax Payment Name: *

Tax Period End Date: * mm/dd/yyyy

Tax Code: * Type to filter

Tax Payer ID *

ACH Company Name: * Type to filter

Pay From Account: * Type to filter

Effective Date: * 06/09/2022

Amount: * \$0.00

Recipient Name: *

Recipient ID Number:

Recipient Routing Number: * Type to filter

Recipient Account Number: *

Recipient Account Type: * Checking

Review Cancel

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1. Select the Payment Method:

From the Create ACH Tax Payments link a user can choose:

- Manual Entry
- From Template

2. Select Federal as the Payment Type: When Federal is

selected the following fields are required:

- Tax Payment Name
- Tax Period End Date
- Tax Code
- Tax Payer ID
- ACH Company Name
- Pay From Account
- Effective Date
- Amount
- Recipient Name
- Recipient Routing Number
- Recipient Account Number
- Recipient Account Type

Note: Tax Codes with subcategories will have three available Amount/Amount Type fields to categorize accordingly otherwise the user will just input the tax payment amount.

ACH Payment Activity

ACH Payment Activity | ACH File Activity | Recurring ACH Payments

Search ACH Payment Activity: Type to filter

Transaction ID	Batch Name	File Name	ACH Company Name	SEC Code	Initiated Date	Effective Date	Debit Amount	Credit Amount	Status	Actions
A00000257283	Weekly maintenance contract		CBGP	PPD		06/17/2022 Weekly	\$0.00	\$1,200.00	Scheduled	Cancel
A00000254791	Weekly maintenance contract		CBGP	PPD	06/08/2022	06/10/2022 Weekly	\$0.00	\$1,200.00	Initiated	Uninitiate
A00000250251	Weekly maintenance contract		CBGP	PPD	06/01/2022	05/27/2022 Weekly	\$0.00	\$1,200.00	Initiated	
A00000247964	Weekly maintenance contract		CBGP	PPD	05/18/2022	05/20/2022 Weekly	\$0.00	\$1,200.00	Initiated	
A00000245715-T	State PMT Furniture		PINK	CCD	05/11/2022	05/13/2022 Weekly	\$0.00	\$1,200.00	Initiated	
A00000246549	GP Payments 5.6.22		CBGP	PPD	05/06/2022	05/09/2022	\$0.00	\$23.18	Initiated	
A00000246551	Sub Fees (May)	CBGP NACHA 5.06.22.txt	CBGP	PPD	05/06/2022	05/09/2022	\$0.00	\$21.07	Initiated	
A00000246552	GP Payments 5.6.22	CBGP NACHA 5.06.22.txt	CBGP	CCD	05/06/2022	05/09/2022	\$0.00	\$27.03	Initiated	
A00000243465	Weekly maintenance contract		CBGP	PPD	05/04/2022	05/06/2022 Weekly	\$0.00	\$1,200.00	Initiated	
A00000241556	Weekly maintenance contract		CBGP	PPD	04/27/2022	04/29/2022 Weekly	\$0.00	\$1,200.00	Initiated	

Buttons: Approve, Reject

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Tax payments will be displayed on the ACH Payment Activity page and can be easily identified by the following updated description:

- Transaction ID:** - T will display after the numeric Transaction ID. Additionally, within the ACH Payment Activity search filter, Tax Payment has been added as an ACH Type.

Tax Payment Detail

YourFi Message Center Notifications 304 Cut-Off Times Last Login: 06/09/2022, 02:02 PM, CST HI, carlsills

DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

Tax Payment Detail - A000000257717-T

Download Print

MD Sales

Status:	Scheduled	ACH Company:	RACE2WIN	Recipient Name:	MD State
Tax Payment Type:	State	Amount/Amount Type:	Amount Amount Type \$447.32 T - Tax \$213.58 S - State \$112.85 I - Interest	Recipient ID:	44525
State:	Maryland			Recipient Routing Number:	011000390
Tax Code:	5100 - Gasoline Tax			Recipient Account Number:	7372623
Tax Payer ID:	74747374734			Recipient Account Type:	Checking
				Audit:	6/9/2022 2:48:44 PM : Chuck Bitner : Created

Edit Payment Initiate Tax Payment Close

1 2

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Navigate to Payments > ACH > ACH Payment Activity > Payment Detail

When viewing the payment detail a user can take the following actions:

- 1. **Edit Payment** – Entitled users can edit the payment details based on their partial or full edit entitlement
- 2. **Initiate Tax Payment** – Users can create another tax payment using the same payment details. Payment details can also be modified during payment review.

ACH Tax Templates

Message Center | Notifications | Cut-Off Times | Last Login: 07/25/2022, 10:55 AM, CST | Hi

DASHBOARD | ACCOUNTS | **PAYMENTS** | REPORTING | ADMIN

ACH Tax Templates | ACH Templates | ACH Child Support Templates | International ACH Templates

4 — Create New Template | Download | Print

Search Templates

Type to filter

<input type="checkbox"/>	Template Name	ACH Company Name	Payment Type	Last Updated	Amount	Status	Actions
<input type="checkbox"/>	Federal Template One	test	Federal	07/25/2022	\$3.55	Ready	Actions
2 — <input type="checkbox"/>	State Template	test	State	07/25/2022	\$2.00	Ready	Actions
<input type="checkbox"/>	Federal Template Two	test	Federal	07/25/2022	\$3.55	Ready	Actions
<input type="checkbox"/>	State Template Two	test	State	07/25/2022	\$5.00	Pending Approval	Actions
					\$14.10		3 — Approve/Reject Clone

Viewing 1 - 4 of 4 templates

Initiate Selected Templates

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Navigate to Payments > ACH > ACH Tax Templates

1. **Template List**

2. **Initiate Templates**

Select the checkbox to initiate one or more templates

3. **Approve/Reject Template**

Select the Actions dropdown then Approve/Reject

4. **Create New Template**

Select to create a new ACH Tax Template

ACH Tax Templates

Message Center | Notifications | Cut-Off Times | Last Login: 07/25/2022, 10:11 AM, CST | Hi

PROD ONLY | DASHBOARD | ACCOUNTS | PAYMENTS | REPORTING | ADMIN

Create ACH Tax Template

1. Create Tax Template | 2. Review | 3. Confirmation

Create Tax Template

* Indicates Required Field

Federal State

Template Name: * Federal Template

Tax Code: * 09451

Tax Payer ID * 123456789

Restrict Template

ACH Company Name: * test

Amount: * \$305.68

Recipient Name: * Test User

Recipient ID Number:

Recipient Routing Number: * 011000015

Recipient Account Number: * 123456

Recipient Account Type: * Checking

Review Cancel

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Navigate to Payments > ACH > ACH Tax Templates
> Create New Template

Note: Payments can also be saved as a template by selecting Save As Template on the payment confirmation page.

1. Template Name

Create a unique template name.

2. Payment fields

Complete all required fields.

3. Review

Select Review to view the confirmation page, then select Confirm to create the template.