

What are automatic payments?

Automatic payments are a quick, easy, and convenient way to make payments toward your past due billed amounts. Payments will be debited from your bank account automatically for payments required by your payment plan.

How do I start making automatic payments?

You can start this process through our website at www.cdtfa.ca.gov. If you are unable to start this process through our website, you must contact your local California Department of Tax and Fee Administration (CDTFA) office or collection section to establish a payment plan and complete and sign an automatic payment authorization form. With automatic payments, payments will continue to be deducted until your amount due has been paid in full, your payment plan is terminated, or you cancel your participation in automatic payments.

The Automatic Payment Authorization form requests my bank routing number and bank account number. Where can I find these numbers?

For checking accounts, both of these numbers are located on the bottom of your check. See the sample check below. The routing number is always nine digits. You may want to contact your financial institution and confirm the routing number it uses for Automated Clearing House (ACH) transactions. In some cases, it may be different from the routing number printed on your check. The bank account number will vary in length. Do not use your debit card number as this is not the same as your bank account number. Make sure you do not include the check number as part of your bank account number.

Please attach a voided check to your authorization form before returning the form to us. The check will be used to verify the routing number and bank account number.

For savings accounts, please contact your financial institution for assistance to ensure you have the correct bank account and routing numbers. You can obtain a “bank specification sheet” from your financial institution which contains the bank routing number and account number for your savings account. Please attach the bank specification sheet to your authorization form before returning the form to us. The information contained on this document will be used to verify the bank account and routing numbers.

ABC BUSINESS
1234 Park Avenue
Anytown, CA

1044

19

PAY TO THE ORDER OF _____ \$ XXX.XX
DOLLARS

Anywhere Bank
U.S.A.
MEMO _____ Not Negotiable

⑆ 12345678901 ⑆ 123456789012345678901 ⑆ 1044

1 2 3

1 Routing Number (requires 9 digits)
2 Bank Account Number (not to exceed 17 digits)
3 Check Number

Note: The location of the routing number and account number on your check may be different than the example above. Do NOT provide the check number on your Automatic Payment Authorization form.

Can I use my credit card for automatic payments instead of my bank account?

No. Automatic payments are only available for checking and savings accounts.

My bank account is located in another state. Can I still have automatic payments withdrawn from my bank account?

Yes, we can debit bank accounts located out of state.

When will you begin debiting my bank account?

Generally, it will take 5-10 business days to process your completed authorization form. We will send you a confirmation notice informing you of the date when automatic payments will begin to be withdrawn from your account.

What happens if the due date of a payment falls on a weekend or bank holiday?

If a payment is due on a Saturday, Sunday, or bank holiday, your bank account will be debited on the next banking day.

What should I do if I close or if I want to change the bank account from which payments are being debited?

You will need to complete a new authorization form with updated bank account information. Contact us and request an *Automatic Payment Authorization* form (CDTFA-407-CA) as soon as you know a change needs to be made.

Who do I contact for questions regarding my payment plan or my automatic payments?

Please contact the collector assigned to your account or your nearest CDTFA office for assistance.