7. Enter the **Tax Code**.

   A drop-down menu with all tax codes your organization configured in Back Office allows you to select the correct code. If the necessary tax code is not available, you can enter the code manually.

   > **NOTE**
   > If a tax code is not recognized, a warning indicator appears next to the field, displaying the following text when your cursor hovers over the icon: *The tax code was not recognized, please validate it is correct.*

8. Enter the **Tax Payer ID**.
9. Enter the **ACH Company Name**.
10. Enter the **Pay from Account**.
11. Select the **Effective Date** of this ACH payment using the calendar feature.
12. Enter the **Amount**.
13. Enter the **Amount Type** field, if applicable.

    State taxes allow the following entries:

    - *T* = Tax
    - *S* = State
    - *P* = Penalty
    - *I* = Interest
    - *L* = Local
    - *C* = City

    Federal taxes allow the following entries:

    - *1 SOCS* = Social Security amount
    - *2 MEDI* = Medicare amount
    - *3 WITH* = Withholding amount
    - *1 FICA* = Tier 1 if code *CT-1* was used
    - *2 Industry* = Tier 2 if code *CT-1* was used
    - *6 Supplemental* = Tier 3 if code *CT-1* was used

    > **NOTE**
    > If you use a tax code that does not require subcategories, the **Amount Type Code** field does not appear.

14. To include up to two additional **Amount**/**Amount Type** fields, select the **+** option.
15. Complete the recipient fields.
16. Select **Review**.
17. Review the information entered to ensure that it is accurate.