

Taxpayer Name:

Email Address:

## Instructions to Enroll in Electronic Services

### 1. Gather The Documents You'll Need:

- ✓ Reporting Agent Authorization, federal form (attached) - Have a principal officer or partner sign the form at the bottom and write his/her title and the date.
- ✓ Electronic Services Authorization, state form (attached) - Have a principal officer or partner sign the form at the bottom and write his/her title and the date.
- ✓ Indiana Department of Revenue Authorization Agreement Form for Electronic Funds Transfer (attached).
  - Check the box next to "EFT Required or Voluntary." Note: You are required to participate in EFT if the state of Indiana has so notified you or if your average monthly withholding payments are \$10,000 or more.
  - Have a principal officer or partner sign the form at the bottom and write his/her title and the date.
- ✓ Voided Check – Write "VOID" on a check from the account you wish to use for Electronic Services (E-Services).

### 2. Return the Documents to Us Either:

- ✓ By Fax – Using the attached FAX Cover Sheet **–OR–**
- ✓ By Mail – To the address on the attached FAX Cover Sheet

### 3. E-Services Enrollment - What Happens Next?

Overall, you should allow at least a week for federal and state enrollment, and 3 weeks for Direct Deposit enrollment from the time we receive your signed forms.

- It takes 1-2 business days for us to receive and process your E-Services enrollment forms.
- Once we've processed your enrollment forms, you will receive an additional email from us with detailed instructions for completing your E-Services enrollment.

# FAX

To: \_\_\_\_\_ From: \_\_\_\_\_

Fax: \_\_\_\_\_ Date: \_\_\_\_\_

Pages: 4 - *including cover sheet* \_\_\_\_\_

Attach the following documents to this FAX Cover Sheet and fax to the number above.

- Reporting Agent Authorization - signed
- Electronic Services Authorization – signed
- Indiana Department of Revenue Authorization Agreement Form for Electronic Funds Transfer - EFT box checked and form signed
- Voided check – attached below

If you don't have access to a fax machine, you may mail the documents to:

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**Attach Voided Check Here**

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**IRS Privacy Act and Paperwork Reduction Act Notice**

We ask for the information on this form to carry out the Internal Revenue laws of the United States. Form 8655 is provided by the IRS for your convenience and its use is voluntary. If you choose to authorize a reporting agent to act on your behalf, under section 6109, you must disclose your EIN. The principal purpose of this disclosure is to secure proper identification of the taxpayer. We need this information to gain access to your tax information in our files and properly respond to your request. If you do not disclose this information, the IRS may suspend processing your reporting agent authorization and may not be able to honor your reporting agent authorization until you provide your EIN.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement agencies and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law.

The time needed to complete and file Form 8655 will vary depending on individual circumstances. The estimated average time is 6 minutes.

If you have comments concerning the accuracy of this time estimate or suggestions for making Form 8655 simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6406, Washington, DC 20224. **Do not** send Form 8655 to this address.



