




# PromptTax — Withholding Tax Change of Enrollment Information

 You can **update** your enrollment information **online** (see *Need help?*; search *PromptTax*). If you need help using the Web site call the New York Department of Taxation EFT Helpline at 1 800 251-2000, 24 hours a day, 7 days a week.

Complete this form if any of the taxpayer's current PromptTax Withholding Tax enrollment data has changed. Please complete section I, *Taxpayer identification as currently enrolled*, section VIII, *Authorized signature*, and **only** the section(s) related to the enrollment data to be changed.

**Note:** Required fields are indicated by an asterisk (\*).

## I. Taxpayer identification as currently enrolled

**You must complete this section** before reporting any changes to the taxpayer's PromptTax Withholding Tax enrollment data. You may **not** use this form to report a change in identification number, business name, or business address. If you wish to change the taxpayer identification number, name, and/or address, you must complete and return DTF-95, Business Tax Account Update.

\* Taxpayer ID: \_\_\_\_\_

DBA company name: \_\_\_\_\_  
*(please print)*

\* Legal company name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

ZIP code: \_\_\_\_\_ - \_\_\_\_\_

## II. Change of primary contact information

Please indicate below any change to information concerning the taxpayer's **primary** contact person with whom we should communicate regarding the PromptTax Withholding Tax Program. This individual will receive all material related to PromptTax Withholding Tax participation, including access code, confidential password, forms, and payment notices. **Do not** designate a payroll service vendor as a primary contact person. The taxpayer's contact **must** be a member of its organization. Complete **only** the fields requiring change.

Primary contact person: \_\_\_\_\_  
*(please print)*

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

ZIP code: \_\_\_\_\_ - \_\_\_\_\_

Telephone number: (     ) \_\_\_\_\_

Fax number: (     ) \_\_\_\_\_

Email address: \_\_\_\_\_

### III. Change of secondary contact information

If you wish to change any data regarding a **secondary** contact, do so in the space provided below.

Secondary contact person: \_\_\_\_\_  
(please print)

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

ZIP code: \_\_\_\_\_ - \_\_\_\_\_

Telephone number: ( ) \_\_\_\_\_

Fax number: ( ) \_\_\_\_\_

Email address: \_\_\_\_\_

### IV. Change of payment option selection

Complete this section **only** if the taxpayer wishes to change its payment option. If the taxpayer uses a payroll service vendor to file withholding tax returns and make withholding tax payments, select the payment option that the payroll service vendor will use to remit the taxpayer's payments.

- The taxpayer selects the **ACH Debit** payment option. Section V, *ACH Debit Authorization*, must also be completed.
- The taxpayer selects the **ACH Credit** payment option.
- The taxpayer selects the **Fedwire** payment option.
- The taxpayer selects the **Certified Check** payment option.

## V. ACH Debit Authorization

Complete this section **only** if the taxpayer is changing its payment option to *ACH Debit* from any other payment option or if the routing transit number and/or account number to be debited has changed.

I, the undersigned, hereby authorize the New York State Department of Taxation and Finance to debit the bank account indicated below for the purpose of collecting New York State, City of New York, and Yonkers withholding taxes. Amounts to be debited shall correspond to information supplied by the taxpayer in its electronic filing for the applicable period.

You may access the Web site (see *Need help?*; search *Promptax*) to confirm the effective date and amount of the tax payment made by the debit transaction.

The Tax Department considers the taxpayer bank account information on the *ACH Debit Authorization* confidential and will use it only for purposes of tax administration.

If the taxpayer changes its bank and/or the bank account to be debited, I will update the taxpayer's enrollment information with the new routing transit number and/or bank account number. Failure to timely notify the Department of a change in account information may result in an assessment of penalty and interest.

Enter the taxpayer's bank account information below. All fields are required.

Routing Transit Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Account Category:  Business  Consumer

Bank Account Type:  Checking  Savings

## VI. Authorization for release of confidential information

- On behalf of the taxpayer, I authorize the release of the taxpayer's confidential tax information to the below named payroll service vendor filing a return or making a payment of tax on the taxpayer's behalf.

Payroll service name: \_\_\_\_\_

- On behalf of the taxpayer, I no longer wish to authorize the release of the taxpayer's confidential tax information to a payroll service vendor.

## VII. Effective date

Indicate the date the taxpayer wishes these changes to be effective:        /        /         
*mm dd yyyy*

## VIII. Authorized signature

I am empowered to make the commitments stated herein on behalf of the taxpayer.

\* Authorized signature: \_\_\_\_\_

\* Name of signatory: \_\_\_\_\_  
*(please print)*

\* Title: \_\_\_\_\_

\* Date: \_\_\_\_\_

Please retain a photocopy of this form for your records.

Mail this form to:

NYS TAX DEPARTMENT  
PO BOX 4129  
BINGHAMTON NY 13902-4129

### Need help?



Internet access: [www.tax.ny.gov](http://www.tax.ny.gov)



Telephone assistance is available from 8:30 A.M. to  
4:30 P.M. (eastern time), Monday through Friday.

Promptax Customer Service Center: (518) 457-2332