

**Office of State Tax Commissioner**  
**ACH Payment Information for Alcohol Accounts**  
**Effective February 1, 2010**

**ACH Debit Payment Method**

An Automated Clearing House (ACH) Debit is a banking term for the electronic transfer of funds in which the state contacts its bank to initiate the transfer of funds from your bank account to the state's account. The state pays the transaction costs for the ACH Debit. If you choose this payment option, you will be able to file your report at any time on or before the due date and the payment amount indicated on your report will be requested from your bank on the due date. Original reports filed after the due date will have the ACH Debit transaction occur the next business day. ACH Debit will not be a payment option available for amended reports; a check with a payment voucher will be required for the additional amount due.

**ACH Debit Registration Instructions**

If you already have a login and password for another tax type such as Sales Tax or Withholding, you can also use them to register your alcohol accounts, skip Step 1 and go to Step 2.

► **Step 1 - North Dakota Login ID**

- A. Go to [www.nd.gov/tax](http://www.nd.gov/tax), click on Alcohol, then Electronic Filing, and then the ACH Debit link. Or, go directly to the North Dakota Login at <https://secure.apps.nd.gov/tax/webportal/achdebit/login.aspx>.
- B. Once you are on the ACH Debit site, click on the **Register Now** link located to the right of the *Login* button.

The screenshot shows the North Dakota Login website interface. At the top left, it says "North Dakota login". Below this, there are two main sections:

- Already Registered - Not Sure?**: This section contains a form with two input fields: "North Dakota Login:" and "Password:". Below the "North Dakota Login:" field is a link "Forgot Login". Below the "Password:" field is a link "Forgot Password". A blue "Login" button is positioned below the password field. At the bottom of this section is a link "Update your account".
- New to North Dakota Online Services?**: This section features a blue "Register Now!" button. Below it, the text "Benefits of North Dakota Login" is followed by a bulleted list:
  - One North Dakota Login and password to access multiple [ND Online Services](#)
  - Register once for secure access to State servicesAt the bottom of this section is the text "Need help? Read through the [FAQ](#)."

At the very bottom of the page, there is a footer: "For assistance with this North Dakota Login, contact the [Service Desk](#)."

After you select “REGISTER NOW”, this is the information required:

Business/Organization accounts should only be used for online services related to the business or organization you represent

**Login Details**

\*North Dakota Login:

\*Password:

\*Confirm Password:

\*Business Email:

\*Confirm Business Email:

**North Dakota Login Requirements:**

- at least 3 characters long
- cannot be an existing ID

**Password Requirements:**

- at least 6 characters long
- 1 upper case character
- 2 lower case characters
- 1 number

**Business/Organization Details**

\*Business Name:

\*Contact Name: First  MI  Last  Suffix

\*Address 1:

Address 2:

Address 3:

\*City, State, Zip    (555554444)

\*Country:

\*Telephone:  (22233334444) Ext.:

**Security Questions**

\*Question 1:

\*Answer 1:

**Security questions**

- used to verify your identity
- used to reset forgotten passwords

**Terms of Use:**

Please read the following Terms of Use carefully before creating your North Dakota Login. By registering for a North Dakota Login, you agree to be bound by and comply with the Terms of Use governing the use of your North Dakota Login.

- You agree that the password you use to access North Dakota Online Services using your North Dakota Login will be kept confidential. If you forget your password, you may reset your password online. You understand that you have sole responsibility for the security of your password.
- You agree that you are fully responsible for all activities that occur under your North Dakota Login and password. You agree to immediately notify North Dakota Login Support of any unauthorized use of your North Dakota Login or password or any other breach of security.
- You agree to utilize your business/employer representative North Dakota Login for North Dakota Online Services related to business information or business services. You agree to create a separate North Dakota Login to access your personal information such as North Dakota Game and Fish; Child Support Enforcement Parent Access, or other personal use North Dakota Online Services.

I Agree

For assistance with this online service, contact the [Service Desk](#).

[Disclaimer](#) [Privacy Policy](#) [Security Policy](#)

- C. Immediately after you register for a North Dakota Login ID, you will receive a confirmation e-mail.
- D. Click on the reply link in the confirmation e-mail. Your North Dakota Login ID and password are ready to use.

This website is secured using Secure Sockets Layer (SSL) encryption technology to ensure your information is protected.

► **Step 2 - Register Alcohol Tax License**

- A. Return to the login screen and log on to the ACH Debit website using your North Dakota Login ID and password. You should see a screen notifying you that you do not currently have access. Click the link that says, “click here” to continue.

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government

North Dakota Office of State Tax Commissioner  
ACH Debit - Online Service

Main Menu Name: Test User ID: testuser Logout

## Main Menu

You do not currently have access to this application.

- To use ACH Debit for Motor Fuel account(s) you must be signed up for webfile and electronically file your returns. [Click here](#) for instructions on Motor Fuel Electronic Filing.
- To access ACH Debit for your Alcohol account(s), [click here](#) to request access or to complete registration if you already have an authorization code.

If you have any other questions please contact the Office of State Tax Commissioner for further assistance.

Contact Us [Disclaimer](#) [Privacy Policy](#)

We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.

Will open a new window (pop-up).  
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- B. Enter your 5 digit license number and click the “Continue” button. [All alcohol license numbers (account numbers) are five digit numbers and may have one or more zeros before the original license number – You will need to enter zero prefixes to your original license number to convert it to the new 5 digit number, i.e., license number 75 is now 00075].

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North Dakota Office of State Tax Commissioner  
ACH Debit - Online Service

Main Menu > Alcohol ACH Debit Registration Name: Test User ID: testuser Logout

## Register New Account

You must be registered through our ACH Debit system and complete registration in order to access it. The registration process is completed through the use of a ACH Debit authorization code. If you have already received an authorization code for accessing this system, please go to the Complete Registration option below. If you have not received an authorization code for this system and the License Number is not already registered through this ACH Debit system, enter Beer or Liquor License Number below and click Continue (example: 12345).

License Number:  (99999)

- C. Once you click “Continue” you will be presented with information regarding the license number you entered. The information displayed here will be used to send you an authorization code to complete your registration. Please confirm your e-mail address and attention name. When you are done click the “Submit” button.

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ACH Debit - Online Service

Main Menu > Alcohol ACH Debit Registration Name: Test User ID: testuser Logout

## Register New Account

The following taxpayer information has been found for the Beer or Liquor License number that was entered. Please verify that this is the correct taxpayer.

**\*Required Information**

License Number: 99999  
Name: TEST COMPANY  
Address: 123 TEST ST  
Address:  
City, State, Zip: TEST, ND 55555555  
Daytime Telephone:  
Email:\* test@testing.com  
Confirm Email:\*

The Tax Commissioner's office will send a letter to the address displayed above. This letter will contain the ACH Debit authorization code that allows you to complete registration for this account.

Please enter the name of the individual who should be included in the attention portion of the mailing address.

Attention Name: TEST USER

By clicking Submit below, I understand I have elected to register for ACH Debit Online Access, and agree to the guidelines established by the Tax Commissioner's Office. I understand the Tax Commissioner's Office may elect to terminate or change this service at any time.

Cancel Submit

- D. After you click the *Submit button*, you will see a page that confirms your registration.

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North Dakota Office of State Tax Commissioner  
ACH Debit - Online Service

Main Menu > Alcohol ACH Debit Registration Name: Test User ID: testuser Logout

## Register New Account - Confirmation

Congratulations, your request to register a Beer or Liquor License account for ACH Debit Online Access has been processed.

To ensure all information about this account remains confidential, the Tax Commissioner's office will send a letter to the taxpayer's mailing address currently on file. This letter will be mailed on the next business day and contain the ACH Debit authorization code that allows you to complete registration for this account.

[Request Access to Another License](#) [Return Home](#)

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Will open a new window (pop-up).  
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*If you have more than one license to register, click on the **License “Request Access to Another License”** link.*

You will be able to complete Step 3 once you receive an authorization code. Our office will mail the authorization code to the mailing address we have on file for the license number.

### ► Step 3 - Complete Registration

- A. After receiving your authorization code, log on to the ACH Debit website and click the link that says “click here”

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North Dakota Office of State Tax Commissioner  
ACH Debit - Online Service

Main Menu Name: Test User ID: testuser Logout

## Main Menu

⚠ You do not currently have access to this application.

- To use ACH Debit for Motor Fuel account(s) you must be signed up for webfile and electronically file your returns. [Click here](#) for instructions on Motor Fuel Electronic Filing.
- To access ACH Debit for your Alcohol account(s), [click here](#) to request access or to complete registration if you already have an authorization code.

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Will open a new window (pop-up).  
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- B. Scroll to “Complete Registration”, enter license your license number and authorization code, and click the “Submit” button.

## Complete Registration

To complete registration, enter your Beer or Liquor License Number and ACH Debit authorization code here.

License Number:  (99999)

Authorization Code:  (99999999)

If you entered the correct license number and authorization code you will see a confirmation screen. Click the “Main Menu” button to continue.

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North Dakota Office of State Tax Commissioner  
ACH Debit - Online Service

Main Menu > Alcohol ACH Debit Registration Name: Test User ID: testuser Logout

## Complete Registration - Confirmation

The registration process for the entered license number is complete. You can now setup ACH Debit for your Beer or Liquor License Accounts online.

[Main Menu](#)

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- C. If you have more registrations license to complete, select the *third* option under the “Options” menu.

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North Dakota Office of State Tax Commissioner  
ACH Debit - Online Service

Main Menu Name: Test User ID: testuser Logout

Select	Account ID	Account Type	Payment Method	Checking or Savings	Routing Number	Account Number	Bank Name	Bank Phone
<a href="#">Edit</a>	99999	BEER	VOUCHER	N/A				

Status  
**Ready**

**Options**

To update multiple accounts to the same settings, check the boxes next to the accounts and [Click Here](#).

To remove ACH debit settings for multiple accounts, check the boxes next to the accounts and [Click Here](#).

To request access to additional licenses or to complete registration [Click Here](#).

**Account ACH Settings**

Click Edit Next to an Account to Display Settings

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We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.

Now, anytime you sign into the ACH Debit Online System with your North Dakota Login ID and Password, all accounts authorized with that ID and Password will be listed.

- D. Select “Edit” next to the account you would like to modify. That account will then be highlighted in yellow. Look in the lower right corner for ACCOUNT ACH settings. Change VOUCHER to ACH DEBIT and select BANK ACCOUNT TYPE. Enter bank information using the routing number on a check not a deposit slip, then select ”Save”. The bank name and phone number are optional.

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Main Menu Name: Test User ID: testuser Logout

Select	Account ID	Account Type	Payment Method	Checking or Savings	Routing Number	Account Number	Bank Name	Bank Phone
<a href="#">Edit</a>	99999	BEER	VOUCHER	N/A				

Status  
**Ready**

**Options**

To update multiple accounts to the same settings, check the boxes next to the accounts and [Click Here](#)

To remove ACH debit settings for multiple accounts, check the boxes next to the accounts and [Click Here](#)

To request access to additional licenses or to complete registration [Click Here](#)

**Account ACH Settings**

Account ID: 99999

Account Type: BEER

Bank Payment Method: VOUCHER

Bank Account Type: N/A

Bank Routing Number:

Bank Account Number:

Bank Name: Fills in automatically

Bank Phone: Fills in automatically

[Save](#) [Remove ACH Bank Info](#) [Cancel](#)

Contact Us Disclaimer Privacy Policy

We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.

If you have more than one license that you would like to setup with the same ACH Debit information you can easily do so without retyping everything. Check the boxes next to the alcohol accounts that will use the same bank account for payments. Then select the first option under the “Options” panel to update multiple accounts and confirm your choice.

Review the account information for all accounts. If different bank accounts will be used, select an alcohol account by selecting ”Edit” next to the account, then repeat the previous instructions for the banking information for those accounts.

Any changes made before 4:00PM CST will take effect that same day. You will have the capability to change your payment registration information at any time. To avoid payment issues we encourage you to refrain from switching between electronic payments and payments by check once you have chosen an option.

## **ACH Payment Reminders:**

- ACH Debit payment is not available for paper filers.
- ACH Debit only works on original returns. Amended returns require a paper check and payment voucher if additional tax is due; refunds will be issued if the amended return creates a credit balance.
- The amount withdrawn from taxpayer's accounts for Alcohol will be the amount the taxpayer entered on the original report (the "ENTER Total Amount Remitted With This Report" line) which will be the last line on your report and will be a line that you will complete. You can enter an amount different than the amount calculated on the "Total Tax, Penalty, and Interest Due" line which will allow you to pay part of the amount due with the return and receive a bill for the remainder. If the taxpayer does not enter an amount on the coversheet, no ACH Debit will occur.
- The funds will be withdrawn on the due date of the report. A withdrawal of funds from the taxpayer's bank account will be scheduled and will occur regardless of whether the report posts or is suspended in our accounting system.

If the original report is late, the funds will be withdrawn on the next business day. If the return is wrong and is corrected by our system, the taxpayer will either receive a refund or a bill for the difference. The taxpayer will no longer have credits on their account to use for future tax liabilities.

- Our system picks up ACH Debit changes from the web application throughout the day. Any changes before 4:00PM CST will take effect that same day.
- The ACH Debit information received before 4:00 PM CST will affect returns submitted on the same day or thereafter; but cannot be used to pay returns submitted previously.
- ACH Debit payment method cannot be used for license application fees at this time. License renewal applications and checks should still be mailed to our office.