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

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.

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].
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.

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

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”

B. Scroll to “Complete Registration”, enter license your license number and authorization code, and click the “Submit” button.

If you entered the correct license number and authorization code you will see a confirmation screen. Click the “Main Menu” button to continue.
C. If you have more registrations license to complete, select the *third* option under the “Options” menu.

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.
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.