



**STATE OF MISSOURI  
DEPARTMENT OF REVENUE**

**MOTOR FUEL TAX  
ELECTRONIC FUNDS TRANSFER PROGRAM**

Post Office Box 300  
Jefferson City, Missouri 65105-0300  
Phone: (573) 751-2611  
Fax: (573) 522-1720  
E-Mail: [Excise@dor.mo.gov](mailto:Excise@dor.mo.gov)  
Internet: <http://www.dor.mo.gov/tax/business/fuel/>

## **Electronic Payment Method**

Verify with your financial institution that it can originate Automated Clearing House (ACH) Credit transactions. Your financial institution must send the ACH Credit utilizing the tax payment (TXP) convention within the addendum record of a NACHA CCD+ application. Please complete the Electronic Funds Transfer (EFT) Agreement enclosed in this packet. Allow 10 days for processing of the EFT agreement, at which time the Missouri Department of Revenue (department) will send you the addendum information that you should provide to your bank. Below is the department's bank information.

The ABA Routing Number is: 086500634

The EFT Deposit Account Number is: 000158755

To initiate payment of motor fuel tax through the ACH Credit payment method, instruct your financial institution or service provider to transfer funds from your account to the department's account. You will pay the cost of this transaction.

## **Pre-Note Test**

Your bank must process an ACH pre-note or pre-notification transaction at least 20 business days prior to the first transmission of an actual tax remittance. Such transactions are actually "zero-dollar" or dummy ACH transactions used to test the accuracy of account numbers and other features of the processing system for a taxpayer before any funds are actually involved.

## **Emergency Backup Payment Method**

You may use the FedWire payment method for emergency situations with prior approval from the department. FedWire is a payment service operated by the Federal Reserve System as a private wire network for transfers between financial institutions having accounts at the Federal Reserve Bank. Most depositories charge a fee for this service. Although FedWires are an adequate means of transferring funds, they are not designed to transmit remittance information necessary for posting tax payments. When the department approves you to use this backup method, check with your financial institution to verify the cut-off time to ensure payment of the tax on the due date.

## **Registration**

Included with this program guide is the Electronic Funds Transfer Agreement document. You must complete and sign the original form and return it to the Missouri Department of Revenue, P. O. Box 300, Jefferson City, MO 65105-0300.

This form will establish your registration as a taxpayer that pays the balance due by ACH Credit with a TXP Addendum. Please indicate the scheduled date of your pre-note on your Electronic Funds Transfer Agreement. The department will notify you upon receipt and approval of the pre-note.

## **Withdrawal From Electronic Filing and ACH/TXP Payment**

If you begin paying your motor fuel taxes and fees electronically and you find that this method does not meet your needs, with 30 days written notice you may return to the conventional method of filing.

## **Timely Payment**

You must transmit your data in accordance with the existing processing schedule in order to ensure timely payment of your motor fuel taxes and fees. Please coordinate with your financial institution to ensure that the department receives the electronic transaction by the tax due date in order to avoid late penalties. The department determines timely payments by the date the funds are credited to the department's bank account.

## **Weekends and Holidays**

If a payment due date falls on a holiday or weekend, you must initiate the payment so that the payment is immediately available on the first business day after the holiday or weekend. Please coordinate with your financial institution to ensure that the department receives the electronic transaction by the tax due date in order to avoid late filing penalties.



# Electronic Funds Transfer Agreement

Type of Agreement – (Check One) \_\_\_New \_\_\_Change \_\_\_Cancel

This agreement is between the Missouri Department of Revenue (department)  
and \_\_\_\_\_ d/b/a \_\_\_\_\_, Taxpayer,  
Missouri Fuel Tax License Number \_\_\_\_\_ FEIN \_\_\_\_\_.

The department authorizes the taxpayer to file Missouri Motor Fuel Tax payments pursuant to Chapter 142, RSMo, by means of electronic transmission. This agreement shall not alter the payment due dates of the motor fuel taxes or fees, or the penalty for the failure to timely pay as set forth in applicable statutes.

Each party represents and warrants that it has all necessary power and authority to enter into and perform this agreement, and that the person executing this agreement on its behalf is duly authorized to do so.

Taxpayer will establish a pre-notification transaction on:  
Month \_\_\_\_\_ Day \_\_\_\_\_, 20\_\_\_\_\_.

This agreement may be terminated by either party, with or without cause, upon 30 days written notice.

Receiving Bank Name & Address: Central Bank, 238 Madison, Jefferson City, Missouri 65101.

Receiving Bank Routing Number (ABA): 086500634  
Receiving Bank Account Number: 000158755

Under penalties of perjury, the authorized representative of the licensed motor fuel account described above, has executed this agreement this:

Month \_\_\_\_\_ Day \_\_\_\_\_, Year \_\_\_\_\_.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_