

Tax Form 9783 with Instructions (OMB 1545-1467)



Department of the Treasury

Individual Enrollment Form for EFTPS – This form contains instructions to complete the Electronic Federal Tax Payment System (EFTPS) Enrollment Form for Individual Taxpayers. It is to be used either for initial enrollment in the system or to add financial institution information. If you wish to use multiple accounts in one financial institution, or accounts in multiple financial institutions, you will need to provide multiple copies of the enrollment form.

For **questions** regarding EFTPS or this Enrollment Form please **call:**



EFTPS Customer Service

For TDD (hearing impaired) support
en español

1-800-316-6541

1-800-733-4829

1-800-244-4829

Visit our **web site** at www.EFTPS.gov to **enroll online**. **24 hours a day, 7 days a week**



When your form is **completed**, please **mail to:**



EFTPS Enrollment Processing Center

P.O. Box 173788, Denver, Colorado 80217-3788

You should receive your Confirmation/Update Form and instructions on using EFTPS approximately two to four weeks after we receive your Enrollment Form.

INSTRUCTIONS

1. Primary Taxpayer Identification Number (SSN). Enter your nine-digit Social Security Number. If this enrollment is for joint filers, enter the SSN of the primary taxpayer. The primary taxpayer is the taxpayer listed first on your tax return. **Enter the SSN on the back of the form in the upper right corner as well.**

Sole Proprietor Businesses, without employees; enroll as an Individual and use your Social Security Number as your Taxpayer Identification Number.

2. Taxpayer Name(s). Print your name exactly as it appears on the tax return. The only valid characters are A-Z, 0-9, -, &, and blank. For joint filers, enter primary taxpayer name first: JOHN AND MARY SMITH, or JOHN SMITH AND MARY JONES.

3. Joint Filer Taxpayer Identification Number (SSN). If this is a joint filing, please provide the joint filer's Social Security Number.

4. Primary Taxpayer Address. This address should be the address as it appears on your tax return.

Note: If the address is incorrect, it can only be changed by submitting an IRS Change of Address (Form 8822) to the Internal Revenue Service. The address on your EFTPS enrollment will automatically be updated when Form 8822 is submitted. See the back of Form 8822 to determine where the form should be mailed.

5. Primary Taxpayer Phone Number. Provide your area code and phone number.

6. Primary Contact Name. Print the name of a person, company, or third party who can be contacted in the event questions arise regarding this enrollment or tax payments. All EFTPS mailings will be sent to your primary contact.

7-8. Primary Contact Mailing Address and Phone Number (if different from #4 above). You need not complete the address and phone section if your contact's address and phone is the same as the primary taxpayer. If an address is provided here, it will be used to mail confirmation materials and instruction booklets.

9. Primary Contact E-mail Address. (optional)

- Marking Instructions:
- Use black or blue ink only.
 - Please print legibly. Use one character per block.
 - **Use only capital letters.** Keep all printing within the boxes.
 - Do not make any stray marks on this form.

MARKING EXAMPLE:

IA

State

52471

Zip Code

Taxpayer Information

1. Primary Taxpayer Identification Number (SSN) – (Please enter SSN on reverse side also):

2. Taxpayer(s) Name:

3. Joint Filer's Taxpayer Identification Number (SSN):

4. Primary Taxpayer Address:

City:

State:

Zip Code:

International: Province, Country, and Postal Code:

5. Primary Taxpayer Phone Number:

US Area Code / -

International

Country Code

City Code

011-

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Contact Information

6. Primary Contact Name (if different from #2 above):

7. Primary Contact Mailing Street Address (if different from #4 above):

City:

State:

Zip Code:

International: Province, Country, and Postal Code:

8. Primary Contact Phone Number (if different from #5 above):

US Area Code / -

International

Country Code

City Code

011-

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9. Primary Contact E-mail Address (use as many spaces as needed up to 60):

