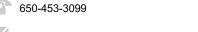


Belmont Headquarters: 1200 Sixth Avenue, Suite 102 Belmont, CA 94002 Nashville Office: 615 Main Street, Suite B15 Nashville, TN 37206

## **CA BUSINESS LIABILITY**

- 1. Go to the following web page provided by the California Franchise Tax Board: <u>FTB Web Pay Business Link</u>
- 2. Enter the following information:
  - Entity Type (Corporation, LLC, or Partnership)
  - Secretary of State Entity ID (7-12 numbers with no dashes)
  - Characters from the picture provided on the website
- Once you click Login, the next page will show the Entity ID and Entity Name of your business. It will ask for your contact information. Enter the following information:
  First and Last name
- 4. You will proceed to the next page where it will ask for the tax form you will file to ensure proper processing. Please refer to the following before selecting a tax form:
  - For S-Corporations, Form 100S
  - For LLC's, Form 568
  - For Partnerships, Form 565
- 5. Proceed to the next page. For payment type, select Original Return Payment (Form 100, 100S, 100W, or 3586).
- 6. On the next page it will ask you for the period beginning and ending date, payment amount, and payment due. Enter the following information:
  - Period Beginning Date is 1/1/2023 unless you are a fiscal year taxpayer.
  - Period Ending Date is 12/31/2023
  - Payment Amount: As discussed with our office
  - Payment Date: Today's date
- 7. On the next page you will enter the online bank draft information:
  - Routing Number
  - Accounting Number
  - Re-enter Account Number
  - Account Type (Checking or Savings)
- 8. Continue, and follow the instructions to process payment.
- 9. Please print a confirmation of this payment and provide this to our office for our records.



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