

## CA BUSINESS LIABILITY

1. Go to the following web page provided by the California Franchise Tax Board:  
[FTB Web Pay Business Link](#)
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
3. 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 1/1/20XX unless you are a fiscal year taxpayer.
  - Period Ending Date is 12/31/20XX
  - 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.