

## INDIVIDUAL LIABILITY - FTB

1. Go to the following web page provided by the California Franchise Tax Board:  
[FTB Web Pay Individual Link](#)
  - If you are unable to access the link directly, go to [ftb.ca.gov](http://ftb.ca.gov) → Pay → Bank Account → Use Web Pay Personal
2. Enter the following information:
  - Social Security Number (9 numbers, no spaces/dashes)
  - Last Name (no special characters)
  - Characters from the picture provided on the website
3. Once you click Login you will be taken to the Name & Address Information page, where you will enter your full name and address. Click Continue.
4. You should now be on the payment type page. In order to pay your individual tax liability, you will want to select Tax Return Payment then click continue.
5. You should now be on the payment information page where you will want to input the following information:
  - The tax year of the liability that you would like to make a payment to
  - Payment Amount (Whole dollars only)
  - Payment Date (Either today's date or future one not exceeding 1 year)Before clicking continue, you will want to indicate whether the payment is for a joint tax payment or not.
6. You should find yourself on the Bank Information page where you will want to enter the following information:
  - Routing Number
  - Account Number
  - Re-enter Account Number
  - Account Type
7. You should now be on the review your request page. You will need to verify that all the information on this page is correct. If it is not, you may edit the information here.
8. After verifying that all your information is correct, you will need to enter your first name, last name, and SSN under "Electronic Signature." Afterwards, you will need to carefully review the Debit Authorization Agreement and click the box below to indicate that you agree with the Agreement. In order to finalize the payment request, you will need to click Submit.