

How to Set Up an EFTPS Account – Foundations

Note: Foundations can pay through EFTPS or DirectPay option.

Step 1: Gather Required Information

Before you begin setting up your EFTPS account, ensure that you have the following information ready:

- **Foundation EIN**
- **Contact's name, address, and phone number** (can be different from trustee)
- **Bank account information** for the account from which payments will be made

Step 2: Visit the EFTPS Website

Navigate to the official EFTPS website at eftps.gov/eftps

Step 3: The Enrollment Process

On the EFTPS homepage, click on the “**Enroll**” button to begin the account setup process.

Select “**Business**” at the bottom of the page and fill in the required information. You may be prompted to provide an email address for contact purposes. This is optional.

Please note that for foundations, you can select between initiating the transaction yourself or having a designated financial institution initiate it on your behalf.

After reviewing the information provided and submitting the application, you will be mailed a four-digit PIN at the address the IRS has on file, as well as a confirmation email if you provided a contact email address.

Please forward a copy of the PIN letter to M&S for our files. **The PIN letter will also contain the 18-digit enrollment number that you will need to make payments in the future.**

Step 4: Multifactor Authentication

As an additional layer of security, each user logging into an EFTPS account must establish an **ID.me** account or a **Login.gov** account. This is a one-time process that must be completed before any payment can be made through the account. **Please note that this login is tied to the user, not to the specific EFTPS account. Only one ID.me / Login.gov account is required to log in to all EFTPS accounts created.**

You can create an **ID.me** or **Login.gov** account at the following links:

- **ID.me:** api.id.me/en/registration/new
- **Login.gov:** secure.login.gov/sign_up/enter_email