



# PromptTax — Prepaid Sales Tax on Motor Fuel and Diesel Motor Fuel Change of Enrollment Information

 You can **update** your enrollment information **online** at [www.nystax.gov/prompt](http://www.nystax.gov/prompt). If you need help using our Web site call the New York State Department of Taxation and Finance EFT Helpline at 1 800 251-2000, 24 hours a day, 7 days a week.

Complete this form if any of the taxpayer's current PromptTax prepaid sales tax on motor fuel and diesel motor fuel enrollment data has changed. Please complete section I, *Taxpayer identification as currently enrolled*, section VIII, *Authorized signature*, and **only** the section(s) related to the enrollment data to be changed.

**Note:** Required fields are indicated by an asterisk (\*). Print information in all entry fields.

## I. Taxpayer identification as currently enrolled

**You must complete this section** before reporting any changes to the taxpayer's PromptTax prepaid sales tax on motor fuel and diesel motor fuel electronic funds transfer (EFT) enrollment data. You may **not** use this form to report a change in identification number, business name, or business address. If you wish to change the taxpayer identification number, name, and/or address, you must complete and return Form DTF-95, *Business Tax Account Update*.

\* Taxpayer ID: \_\_\_\_\_

DBA company name: \_\_\_\_\_

\* Legal company name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

ZIP code: \_\_\_\_\_ - \_\_\_\_\_

## II. Change of primary contact information

Please indicate below any change to information concerning the taxpayer's **primary** contact person with whom we should communicate regarding the PromptTax Prepaid Sales Tax on Motor Fuel and Diesel Motor Fuel EFT Program. This individual will receive material related to PromptTax participation, including access code, confidential password, forms, and payment advices. **Do not** designate a paid preparer as a primary contact person. The taxpayer's primary contact **must** be a member of its organization. Complete **only** the fields requiring change.

Primary contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

ZIP code: \_\_\_\_\_ - \_\_\_\_\_

Telephone number: ( ) \_\_\_\_\_

Fax number: ( ) \_\_\_\_\_

Email address: \_\_\_\_\_

### III. Change of secondary contact information

If you wish to designate or change any data regarding a **secondary** contact, do so in the space provided below.

Secondary contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

ZIP code: \_\_\_\_\_ - \_\_\_\_\_

Telephone number: (     ) \_\_\_\_\_

Fax number: (     ) \_\_\_\_\_

Email address: \_\_\_\_\_

### IV. Designation or change of paid preparer as agent

If the taxpayer wishes to designate or change a paid preparer to act as its agent for making the required prepaid sales tax on motor fuel and diesel motor fuel payments, complete this section. You **must** also include a signed and notarized Form POA-1, *Power of Attorney*. You may download forms from the Tax Department Web site at [www.nystax.gov](http://www.nystax.gov).

Paid preparer name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Country: \_\_\_\_\_

ZIP code: \_\_\_\_\_ - \_\_\_\_\_

Telephone number: (     ) \_\_\_\_\_

Fax number: (     ) \_\_\_\_\_

Email address: \_\_\_\_\_

## V. Change of payment option selection

Complete this section **only** if the taxpayer wishes to change its payment option.

- The taxpayer selects the **ACH Debit** payment option. Section VI, *ACH Debit Authorization*, must also be completed.
- The taxpayer selects the **ACH Credit** payment option.
- The taxpayer selects the **Fedwire** payment option.
- The taxpayer selects the **Certified Check** payment option.

## VI. ACH Debit Authorization

Complete this section **only** if the taxpayer is changing its payment option to *ACH Debit* from any other payment option or if the routing transit number and/or account number to be debited has changed.

I, the undersigned, hereby authorize the New York State Department of Taxation and Finance to debit the bank account indicated below for the purpose of collecting prepaid sales tax on motor fuel and diesel motor fuel. Amounts debited shall correspond to information supplied by the taxpayer in its electronic filing for the applicable period.

If the taxpayer changes its bank and/or the bank account to be debited, I will update the taxpayer's enrollment information with the new routing transit number and/or bank account number. Failure to timely notify the Tax Department of a change in account information may result in an assessment of penalty and interest.

The Tax Department considers the taxpayer bank account information on the *ACH Debit Authorization* confidential and will use it only for purposes of tax administration.

You may access PromptTax information on our Web site at [www.nystax.gov/prompt](http://www.nystax.gov/prompt) to confirm the effective date and amount of the tax payment made by the debit transaction.

Enter the taxpayer's bank account information below. All fields are required.

Routing Transit Number: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

Bank Account Category:  Business  Consumer

Bank Account Type:  Checking  Savings

