



Notice Date: 10/08/19

Installment Agreement – Electronic Funds Transfer (EFT) Approval

Account Number: [REDACTED]

[REDACTED]
NOVATO CA 94949-5350

We accepted your request for an installment agreement and will process electronic funds transfer (EFT) payments per your authorization. We will add a \$34.00 fee to your account balance to establish this installment agreement. Interest and penalties continue to accrue until your account is paid in full.

Payment Schedule

Based on the installment agreement and EFT authorization, \$3,600.00 will be deducted from your account through an electronic funds withdrawal on or shortly after the 10 of each month, beginning 11/10/19. Some months you may notice a delay of up to five days before your funds are withdrawn.

How to Make Payments

During the installment agreement, you may make additional payments at any time. To make additional payments:

- Use Web Pay, pay-by-phone, or credit card, go to **ftb.ca.gov** and search for **payment options**. If you meet the requirements of the Mandatory e-Pay Program, **all** payments, regardless of the tax year or amount, must be made electronically. Go to **ftb.ca.gov** and search for **mandatory e-pay**.
- Pay by check or money order. Make your payment payable to the Franchise Tax Board. Write your account number on your payment, make a copy of this notice for your records, and mail with your payment to: FRANCHISE TAX BOARD, PO Box 942867, Sacramento CA 94267-0001.

Reminder of Some of the Taxpayer Installment Agreement Conditions

During the term of your installment agreement, you must:

- Maintain adequate funds in your bank account for the electronic funds withdrawal each month. If your financial institution cannot honor the funds withdrawal request, we may cancel your installment agreement and add a penalty to your tax liability for the dishonored payment. You will be responsible for any overdraft fees charged by your financial institution.
- File all required valid personal income tax returns timely.
- Pay all future income tax balances timely.

If you do not meet these or any of the other installment agreement conditions, we will send you FTB 4021, *Intent to Terminate Installment Agreement*. We provide the notice no later than 30 days before the date of termination and explain why we intend to terminate your installment agreement. We notify you of the date to make full payment. Collection action may begin after termination. To collect from you, we may:

- Attach your wages, seize your bank accounts, and contact third parties.
- Record a state tax lien against your property (California Government Code Section 7171).
- Impose a collection fee.

Internet and Telephone Assistance

Website: **ftb.ca.gov**
Telephone: (800) 689-4776 from within the United States
(916) 845-7044 from outside the United States
TTY/TDD: (800) 822-6268 for persons with hearing or speech impairments