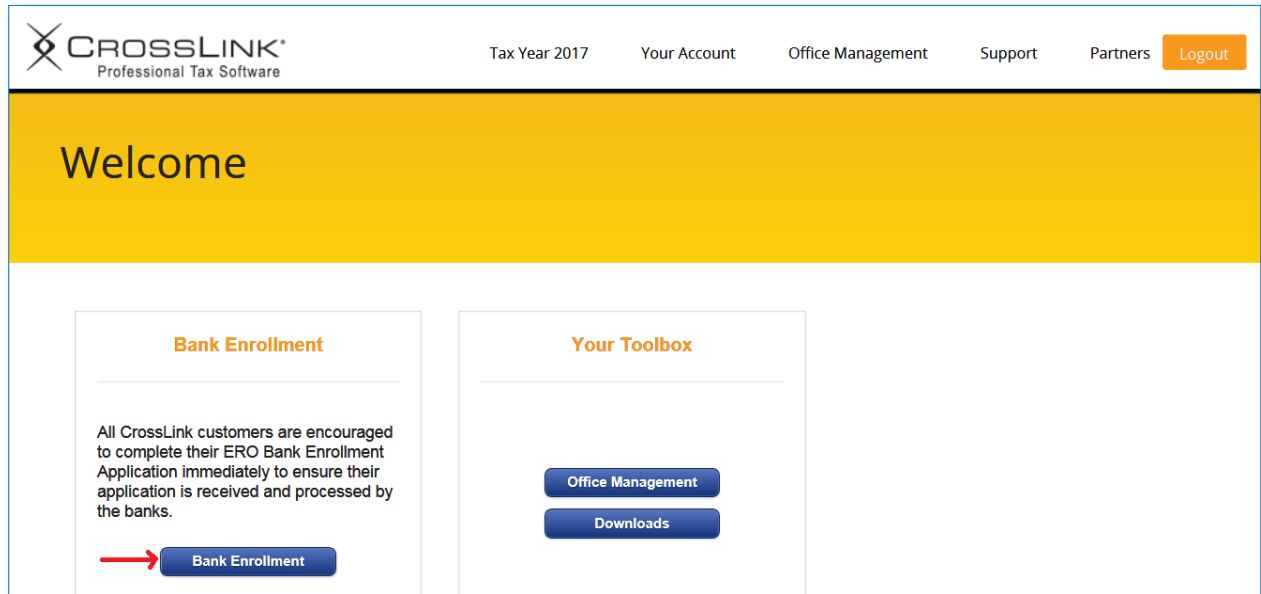# TPG Bank ERO Enrollment Instructions
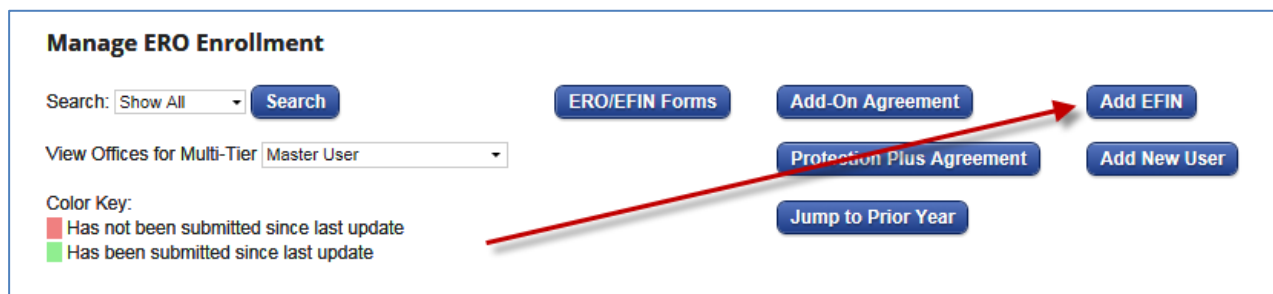
To access and complete the ERO Bank Enrollment Application for your EFINs you must be logged into your Customer Portal site.

Click on **Bank Enrollment**.

If this is a new EFIN click on the **Add EFIN** button otherwise find your EFIN in the EFIN list by using the EFIN Search and click the **Edit EFIN/App** icon ✎.

> **Note:** The Master-EFIN must be Added and Registered first before adding and registering the Sub-EFIN. Master EFINs are denoted by being **bolded**.
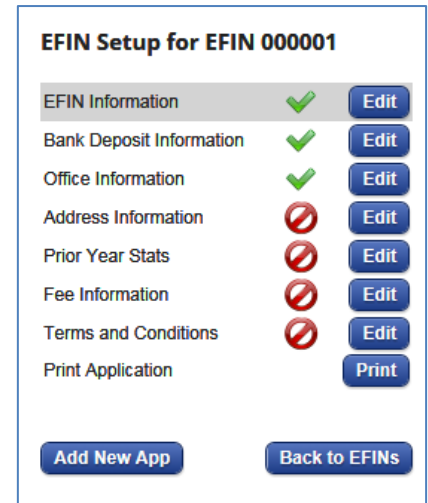
#	EFIN	User ID	Company	Address	City	Sent	App	Bank	Status			
1	001335	33	TAX OFFICE 1			No				✎	⧉	✗
2	001336	33	TAX OFFICE 2			No				✎	⧉	✗

EFIN Navigation Pane

As part of the new, easier to use ERO Enrollment the new Navigation Pane centralizes the ERO/Bank Enrollment records which allows you to navigate directly to any section of the ERO Enrollment by clicking the Edit button.

- **Completed sections** will show a green check ✓.

- **Incomplete sections** will show a red circle with a line through it 🚫.

- **Locked sections** will show a lock 🔒 Locked sections appear once the bank application has been submitted.

- **Print Application** Button – Will print the Bank Application for the ERO to review prior to submitting the application.

- **Add New App** Button – Allows the EFIN holder to create and submit bank applications to multiple banks.

- **Back to EFINs** Button – Takes you back to the ERO EFIN Management List.

EFIN Information

Before the new tax season approaches, it is important for professional tax preparers to obtain the necessary professional identification numbers to avoid any delays and ensure the tax process goes smoothly for clients. You may need to register for an EFIN. An EFIN is a number issued by the IRS to individuals or firms that have been approved as authorized IRS e-File providers. After providers complete their e-File applications, the IRS sends an acceptance letter with the EFIN included.

EFIN Information

The following information is needed to complete this section.

- **User ID** – This is your Software User ID.

- **EFIN** – Enter the Office EFIN.

- **EFIN Type** – Select the type of EFIN from the drop-down menu.

    Note: The Master EFIN must be submitted before submitting the Sub-EFINs. Only one Master EFIN can be submitted per bank.

EFIN Holder Information

If this program has been used previously you can automatically populate the data fields by **clicking the Copy from Saved Contacts button** and select the correct contact. If no contact exists for this EFIN enter the required information.

- **Company Name** – Enter the Name of the Company.

- **Corporation Type** –Enter type of business.

- **First Name** – Enter the First Name of the EFIN Holder.

- **Last Name** – Enter the Last Name of the EFIN Holder.

- **Title** – Enter the Title of the EFIN Holder.

- **Issued Address** – Enter the address of the EFIN Holder.

- **Issued City, State, ZIP** – Enter the City, State, and ZIP of the EFIN Holder.

- **IRS Tracking Number**-Enter Tracking Number of EFIN Holder which is a number issued by the IRS on your e-File Application.

- **Phone** –Enter Phone Number for the EFIN Holder.

- **FAX** – Fax number for the EFIN Holder.

- **Mobile** – Mobile phone number for the EFIN Holder.

- **Email Address** – Valid Email address for the EFIN Holder.

- **Date of Birth** – Enter the Date of Birth for the EFIN Holder.

- **SSN** – Enter the EFIN Holders SSN.

- **ID Number** – Enter the EFIN Holders ID.

- **ID State** – Select the State the ID was issued from the drop-down list.

- **EIN** – Enter the EFIN Holders EIN.

- **Copy to Save Contacts?** – Select this box to save the EFIN Holder Information to the Contact Database if applicable.

    Note: Contacts only need to be Saved and Added once per person.

Click the **Save** button to continue or click the **Cancel** button to return to the EFIN Management List.

Bank Deposit Information -The information that is entered into these fields is where the tax return fees will be deposited.

- **Name of Financial Institution** – Enter the Owner's bank.

- **Account Type** – Select the Account Type from the drop-down list.

- **Name on Deposit Account** – Enter the Owner's Name as listed on the Account with the bank.

- **Routing Number** – Enter the Owner's bank routing number**.**

- **Account Number** – Enter the Owner's Account number.

- **Re-type Account Number** – Re-Enter the Owner's Account Number.

Click the **Save** button to continue or click the **Cancel** button to return to the EFIN Management List.

Add TPG Bank Application

Select **TPG** from the drop-down list then click the Create button which will create the bank application.

EFIN Information

The EFIN information by default will already be completed.

Office Information

Enter in the Office Information for this EFIN. To automatically populate the data fields **click the Copy from Saved Contacts button** and select the correct contact. If no contact exists for this EFIN enter the required information.

- **Company Name** – Name of Company.

- **Phone** – Phone Number for the Office.

- **Fax** – Fax Number for the Office.

Office Manager Information

Enter in the Manager Information for this EFIN. To automatically populate the data fields **click the Copy from Saved Contacts button** and select the correct contact. If no contact exists for this EFIN enter the required information.

- **First Name** – Enter the first name of the Office Manager for this EFIN/User ID.

- **Last Name** – Enter the last name of the Office Manager for this EFIN/User ID.

- **Email Address** – Enter a valid Email address for the Office Manager.

- **Copy to Saved Contacts?** – Check the box to copy the information entered to the Contact Database if applicable.

Click the **Save** button to continue or click the **Cancel** button to return to the EFIN Management List.

Address Information

Enter in the Shipping and Physical address Information for the Office. The Shipping address is where all check, card stock and marketing information will be delivered. To automatically populate the data fields **click the Copy from Saved Contacts button** and select the correct contact.

- **Address** – Shipping Address for the Office.

- **City, State, Zip** – City, State and Zip code for the Office.

- **Copy to Saved Contacts?** – Check the box to copy the information entered to the Contact Database if applicable.

Click the **Save** button to continue or click the **Cancel** button to return to the EFIN Management List.

Prior Year Stats

Enter in the prior year banking information for the EFIN.

- **Prior Year Bank** – From the drop-down select the bank that was used in the prior tax year.

- **Prior Year Efile Volume** – Enter in the number of returns that were Efiled.

- **Prior Year EFIN** – The EFIN that was used in the prior tax year if different.

- **Prior Year Bank Products Funded** – The number of Bank Products that were processed and funded in the previous year.

Click the **Save** button to continue or click the **Cancel** button to return to the EFIN Management List.

Fee Information

Enter in the Fees that this EFIN/Office will be collecting. These Fees will be locked after the first Return has been filed.

- **Print Location** – Select where the checks will be printed.

- **Add-On Fee** - Enter the Transmitter Fee (Pass-Through Fee) to add to the Bank Application Disclosure Calculation.

- **Doc Prep Fee** – Enter the Doc Prep Fee. This is an optional fee that is limited to $40.00.

- **Technology Access Fee** – This fee is set automatically and can't be changed.

- **Transmitter Fee** – This fee is set automatically and can't be changed.

- **Spanish Materials**- Select whether or not you would like to receive Spanish translated materials, if available.

Click the **Save** button to continue or click the **Cancel** button to return to the EFIN Management List.

2017 TPG Bank Application

Fees are locked for this EFIN after the first return has been filed.
Changes will not be able to be made after first return is filed
Any field with a yellow background is required prior to bank submission.

EFIN Information	
User ID	100
EFIN	000013

Check Print	
Print Location*	Desktop ▼

Fees		
Add-On Fee*	$	Enter 0 for None
Doc Prep Fee*	$	Enter 0 for None
Technology Access Fee	$1.00	Non editable
Transmitter Fee	$4.00	Non editable

Spanish Materials	
Would you like to receive translated materials, if available, for your Spanish clients?*	-- ▼

Save Cancel

Terms and Conditions

Check the **box** that you have read and agree with the Terms and Conditions of Santa Barbara Tax Products Group.

2017 TPG Bank Application

EFIN Information	
User ID	100
EFIN	000013

Bank Terms and Conditions

☐ I have read and Agree to the Terms and Conditions of Tax Products Group.*

Owner Certification

I understand and acknowledge that this is a Bank Application and that all information entered on this form will be provided to the Bank electronically. I certify that I am authorized to electronically sign this Bank Application on behalf of the organization owning this EFIN. I understand and acknowledge that as part of the Bank Application process, this EFIN's and associated individual's filing statistics, repayment history, banking, trade and credit references, business and personal credit history, and any other information the Bank may be required by law, now and in the future, to determine this EFIN's eligibility to process bank products, will be examined in full. I accept all liability that may arise as a result of this certification.

☐ I Agree that I am duly authorized to submit this application on behalf of this organization*

Save Cancel

Click the **Save** button to continue or click the **Cancel** button to return to the EFIN Management List.

Print Application

Click the **Print** button to print and review the bank application prior to submitting. Click the **Edit** button next to any of the sections in the Navigation Pane and make the necessary corrections. After all the information has been verified correct continue to the next step.

Submit Bank Application

Click the **Submit Bank Application** button located within the Navigation Pane to send the Bank Enrollment Application.

The office will now be showing on the EFIN Management List with the status of **Pending.** You can now continue to add or edit offices to complete your other ERO Bank Enrollment Applications.

You will not be able to make changes to your Bank Application while it is in a Pending Status.