

Accela Business Tax - Online Payment Instructions

Quick Reference Card

Payment by Electronic Check

1. Enter **Billing Information**
2. Enter **Account Information** (routing number and bank account number)
3. Click **Pay**.

Billing Information

* Required field

First Name *

Last Name *

Address *

City *

Country *

State/Province *

Zip/Postal Code *

Phone Number *

Email *

Payment Details 🔒

Routing Number *

Account Number *

Check Number *

Account Type *

Driver License Number

Driver License State

Company Tax ID

By clicking Pay, I agree to the [Electronic Check Terms & Conditions](#)

ABA Routing Example

YOUR NAME 123
678 Main Street
Anywhere, MI 12345

DATE _____

PAY TO THE ORDER OF _____ \$ _____
_____ DOLLARS

⑆999888 777 ⑆00 234 56 789 ⑆ 23

Routing Number Account Number Check Number

Please enter your banking information as shown in the example above.

- **Routing number** – always comes first and is exactly 9 digits.
- **Account number** – varies in length. Include any leading numbers but omit spaces and non-numeric characters.
- **Check number** – is not needed. Do not include the check number.

It is number to enter your banking account information accurately, or your payment cannot be successfully completed.