

**Bank Authorization for Direct Debit for \_\_\_\_\_ (year)**

Complete if you are *electronically* filing your tax return (Form M1, M2, M3, M4, M4NP or M8), and you want to authorize a transfer of funds from your account to pay tax owed as shown on your return. Do not complete if filing a paper return.

Your name or name of entity		Social Security or Minnesota tax ID number	
Spouse's name, if filing joint (or partner if a partnership)		Spouse's Social Security number (if filing joint)	
Street address			
City	State	Zip code	

<b>Type of account</b>	<input type="checkbox"/> Checking	<b>Routing number</b> <input style="width: 100%;" type="text"/>	<b>Enter the date you want the amount withdrawn from your account.</b>	<input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/> / <input style="width: 25%;" type="text"/>
	<input type="checkbox"/> Savings	<b>Account number</b> <input style="width: 100%;" type="text"/>		<b>Amount to be withdrawn</b> <input style="width: 100%;" type="text"/>

I authorize the Minnesota Department of Revenue to initiate debit entries to my account as indicated above. This authority will remain in effect until the department has received written or faxed (651-556-5130 or 651-556-3130) notification of its termination at least 30 days prior to the effective date.

Your signature or signature of partner	Spouse's signature (if filing joint)	Date	Daytime phone
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**ERO:** Attach to this form the Minnesota copies of all W-2, W-2G and 1099-R forms and any other form that shows Minnesota income tax withheld and keep with your records.

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**Do NOT mail Form BANK to the Department of Revenue unless requested.**

## Form BANK instructions

*If you are electronically filing your Form M1, M2, M3, M4, M4NP or M8, and you want to have your taxes due automatically withdrawn (direct payment) from your checking or savings account, complete Form BANK.*

*The Bank Authorization for Direct Debit (BANK) complies with current ACH rules.*

### If you are the taxpayer

Requesting the direct payment option is voluntary and applies only to the electronic return you are filing.

By signing the BANK form, you are authorizing the Department of Revenue to automatically withdraw the taxes due directly from your checking or savings account.

You must sign and date this form. If you are filing a joint return, your spouse must also sign.

Your tax preparer is required to keep a signed BANK form until the end of the calendar year in which your return was electronically filed.

If you are preparing your own return, keep the BANK form with your tax records.

**Do not mail this form to the Department of Revenue.**

### If you are the Electronic Return Originator (ERO)

Currently, the IRS requires you to keep the W-2, W-2G and 1099 forms and other documents for three years. You should also keep with these IRS records the signed, original Form BANK, Minnesota copies of all W-2, W-2G and 1099 forms and any other form that shows Minnesota income tax withheld.

If you choose to discard Minnesota records earlier, the minimum length of time you must keep these documents on file is until the end of the calendar year in which the return was filed electronically.

If the Department of Revenue requests copies of Form BANK and/or W-2, W-2G or 1099 forms, you must provide the information within five working days.

**Do not mail Form BANK unless requested to do so by the Department of Revenue.**