City of Columbus, Ohio
Income Tax Division

Electronic Funds Transfer Taxpayers Guide

Payroll Tax Withholding and Direct Income Tax Payments to the City of Columbus, Ohio using ACH Credit Transactions

Please direct questions regarding this document or electronic delivery of payment to the City of Columbus, Ohio Income Tax Division.

City of Columbus, Ohio

June 21, 2012

Introduction

This document provides an overview of the requirements relating to the implementation of Electronic Funds Transfer (EFT) to the City of Columbus, Ohio Income Tax Division for the receipt of income tax withholding and income tax payments.

City of Columbus, Ohio's electronic income tax payment program has been developed to:

1. Allow businesses and their third-party payroll processors to send tax withholding payments and tax detail information to the City of Columbus, Ohio electronically.

2. Allow individuals, corporations, and other taxpayers to send income tax payments and tax detail information to the City of Columbus, Ohio.

City of Columbus, Ohio's electronic withholding and income tax payment program uses the Automated Clearing House (ACH) to allow taxpayers to transfer payment dollars from their bank accounts to the City of Columbus, Ohio's bank account. The tax detail data is also transferred through the ACH along with the payment using an ACH addenda record or an Electronic Data Interchange (EDI) 820 Payment Order/Remittance Advice Transaction Set. The tax detail included in the ACH payment will ensure the payment is associated to the appropriate filer and tax payment.

City of Columbus, Ohio's electronic payment program receives income tax withholding and income tax payments and remittance detail from employers, individuals, businesses and payroll processing services and applies payment detail to the income tax system that results in credits being applied to taxpayer accounts. When coupled with the City of Columbus E-File application, a total electronic package for filing and paying is available.

The following electronic payment options are available to City of Columbus, Ohio employers, taxpayers and payroll processors:

> **CCD+** (Cash Concentration and Disbursement Plus Addenda)
> **CTX** (Corporate Trade Exchange)

In both of these payment options, the tax detail data **must** accompany the payment via the Automated Clearing House (ACH). *If the payment data is not provided, City of Columbus, Ohio will not recognize the payment or payment effective date. This specific application is not capable of accepting wires, ACH debits, non-CTX or non-CCD Plus transactions. Using other than the required data or payment format will cause delay in posting payments and late fees and penalties may be assessed against the originator*. **The effective date of the payment must be on or before the tax due date.** *Originate the transaction in sufficient time for the payment to arrive on or before the due date of the return or payment, e.g. two days. Please contact City of Columbus, Ohio Income Tax Division with any questions.*

Enrollment Process and Payment Application

To begin payment by ACH Credit, the taxpayer must have an established city income tax account and taxpayer account number. A new employer, business or individual must enroll at the City's Income Tax Division web site under "New Account Set-Up". After enrollment, the City of Columbus, Ohio assigns a Taxpayer Account Number. A valid account number is required for each filing. It is imperative that the Taxpayer Account Number be included in the tax payment details to provide proper crediting. The Taxpayer Account Number is sent in element TXP01 of the Tax Payment detail segment of the addenda record.

In addition to the Taxpayer Account Number, the taxpayer must register for the ACH Credit Electronic Filing Program. ACH Credit Registration Numbers are assigned upon completion of the registration filing process. An ACH Credit Registration Number consisting of one alpha and five numeric characters is unique for each taxpayer and tax type payment. This number is placed in element TXP10 of the Tax Payment detail segment of the addenda record.

For the purposes of submitting payment via ACH credit, there are two tax types - employer withholding or net profit (also referred to as "Direct"). Employer withholding and net profit payment transactions from the same taxpayer require different ACH Credit Registration Numbers. Taxpayers are specifically assigned a unique registration number for each tax type. The ACH Credit Registration Numbers will be directly related to the tax type and taxpayer federal identification number.

When completing the ACH Credit Registration Form mark the box for the tax type payment to be made via ACH credit, either withholding or net profits. The taxpayer may opt to mark both boxes. If a tax type is not chosen on the form, it will be assumed the taxpayer is registering for a withholding ACH Registration Number. A confirmation letter of the registration will be sent for each taxpayer and tax type registered.

Again, it is imperative that the Taxpayer ACH Credit Registration Number be included in the tax payment details to provide proper crediting and taxpayer identification.

Payment Types

The Columbus Income Tax Division administers city income tax for several other municipalities. A current list of the municipalities and due dates are available on our Home web site.

A separate payment is required for each municipality using a four digit tax payment type code. This requirement replaces the need to file the E/File or hardcopy voucher forms Employer's Deposit of City income Tax Withheld Form IT-15 or IT-15J and with the Quarterly Estimated Tax Payment Forms BR & IR 18 or 18J.

Withholding Voucher Payments

Withholding ACH Credit payments will use Tax Payment Type Codes 1501 through 1521 in Field 2 of the TXP segment for voucher payments of quarterly, monthly or semi-monthly Employer's Deposit of City Income Tax Withheld.

Do not file Employer's Deposit of City income Tax Withheld Form IT-15 or IT15J as the requirement of separate city ACH credit transactions replace this form.

A withholding ACH credit transaction does not replace the filing requirement for Employer's Quarterly Return of City Tax Withheld Form IT-11 or IT-11J. The Form IT-11 may be filed by either hardcopy or on our E-File Program.   A hardcopy **Form IT-11J** must be filed as electronic filing of Form **IT11J** is not available at this time. Claim ACH credit payments in the Prior Payments Column on Form IT-11.

Net Profits Voucher Payments

Individual and Business ACH credit payments referred to as "Direct" payments will use Tax Payment Type Codes 1801 through 1821 in Field 2 of the TXP segment for the following voucher payments:
- Quarterly Estimated Tax Payment;
- Declaration of Estimated City Income Tax reported on Forms BR & IR 21 or 21J;
- Annual tax return payment with the first payment on next year's estimated taxes reported on Form IR-22;
- Annual tax return payment for tax due reported on Forms BR & IR 25 or 25J;
- Application for Filing Extension Form BR & IR 42 or 42J.

Do not file Quarterly Statement of Estimated Tax Due Form IT-18 or IT-18J as the requirement of separate city ACH credit transactions replace this form.

A direct ACH credit transaction does not replace the filing requirement for BR & IR Forms 21, 21J, 25, 25J, 42, 42J and IR-22. You may file BR & IR Forms 21, 25, 42, and 22 by either hardcopy or on our E-File Program. **BR & IR Forms 21J, 25J, and 42J** must be filed by hardcopy as electronic filing of **BR & IR Forms 21J, 25J, and 42J** are not available at this time. When filing Forms 21, 22 and 25, it is *important* to claim the total of all ACH Credit payments on **Line 2**. Be sure to include payments made by other payment methods. To claim extension payments on Form 42 or 42J, report the respective city ACH credit payments on the city rows in Column 3.

Tax Identification and Payments Codes are listed in Appendix 2.

Bank Account Numbers

Please use the following banking instructions.

Do not send wires, debits or non-ACH transactions to this bank account.

Depository Bank: **Bank**
Bank Address: **Columbus, OH**
Routing/Transit Number: **XXXXXXXXX**
Account Name: **Columbus Tax ACH Credits**
Account Number: XXXXXXXXX

Electronic Payment Requirements

ACH rules apply to all payments received by City of Columbus, Ohio. Within the ACH file, the payment originator must provide tax payment information to allow City of Columbus, Ohio, and City of Columbus, Ohio's, financial institution to identify both City of Columbus, Ohio and City of Columbus, Ohio's taxpayer. The requirements for formatting electronic payment transactions to be processed by the ACH are defined by the ACH Operating Rules that are published by the National Automated Clearing House Association (NACHA).

Within the ACH file, City of Columbus, Ohio's taxpayer and the taxpayer's Depository Financial Institution (ODFI) are identified in the Company/Batch Header Record (Record Type 5). City of Columbus, Ohio's Depository Financial Institution (RDFI) and receiving account number are identified within the Entry Detail/Corporate Entry Detail Record (Record Type 6).

In this document City of Columbus, Ohio is providing each taxpayer, payroll processor or originator's bank with the following information required for electronic payments:

> City of Columbus, Ohio Receiving DFI Identification
> City of Columbus, Ohio Receiving DFI Check Digit
> City of Columbus, Ohio Receiving DFI Bank Account Number

The following tables identify all information required in the payment-related fields of the ACH file.

ACH File Formatting

The following section provides the formatting for ACH records to originate electronic payments. Please contact your originating financial institution on options they provide for generating and transmitting ACH formatted payments.

File Header Record (Record Type 1) for ACH Payments				
Field	Length	Position	Data Element Name	Contents
1	1	01-01	Record Type Code	1
2	2	02-03	Priority Code	01
3	16	04-13	Immediate Destination	Position 4 = blank 5 -13 provided by Originating Bank.
4	10	14-23	Immediate Origin	Provided by Originating Bank.
5	6	24-29	File Create Date	File creation date in YYMMDD.
6	4	30-33	File Create Time	File creation time in HHMM.
7	1	34-34	File ID Modifier	1
8	3	35-37	Record Size	094
9	2	38-39	Blocking Factor	10
10	1	40-40	Format Code	1
11	23	41-63	Immediate Destination Name	Provided by Originating Bank.
12	23	64-86	Immediate Origin Name	Your Company Name.
13	8	87-94	Reference Code	Blanks

Company/Batch Header Record (Record Type 5) for CCD+				
Field	Length	Position	Data Element Name	Contents
1	1	01-01	Record Type Code	5
2	3	02-04	Service Class Code	200
3	16	05-20	Company Name	Taxpayer or processor Name.
4	20	21-40	Company Discretionary Data	Blank
5	10	41-50	Company Identification	If the taxpayer is a Company, the Identification begins with ANSI one-digit Identification Code Designator (ICD) followed by the nine-digit Identifier. For a Company, this is the number "1" followed by the Federal Employer Identification Number (Tax ID). For an individual, this is the number "9" followed by the Social Security Number.
6	3	51-53	Standard Entry Class Code	CCD
7	10	54-63	Company Entry Description	"TAX ACH CR"
8	6	64-69	Company Descriptive Date	Blank
9	6	70-75	Effective Entry Date	YYMMDD
10	3	76-78	Settlement Date (Julian)	Inserted by FED.
11	1	79-79	Originator Status Code	1
12	8	80-87	Originating DFI Identification	Originating Bank's R/T without the check digit.
13	7	88-94	Batch Number	Assigned by Originating Bank.

Entry Detail/Corporate Entry Detail Record (Record Type 6) for CCD+				
Field	Length	Position	Data Element Name	Contents
1	1	01-01	Record Type Code	6
2	2	02-03	Transaction Code	22
3	8	04-11	Receiving DFI Identification	XXXXXXXXXX
4	1	12-12	Check Digit	7
5	17	13-29	DFI Account Number	Use XXXXXXXX.
6	10	30-39	Total Amount	Payment Amount. The amount of the withholding or tax being paid. This is in the format $$$$$$$$¢¢
7	15	40-54	Identification Number	A taxpayer-assigned number for tracing purposes.
8	22	55-76	Receiving Co. Name/ID	Use "COLUMBUS TAX CR"
10	2	77-78	Discretionary Data	Blank
11	1	79-79	Addenda Record Indicator	1
12	15	80-94	Trace Number	Assigned by Originating Bank.

Company/Batch Header Record (Record Type 5) for CTX				
Field	Length	Position	Data Element Name	Contents
1	1	01-01	Record Type Code	5
2	3	02-04	Service Class Code	200
3	16	05-20	Company Name	Taxpayer or processor Name.
4	20	21-40	Company Discretionary Data	Not Used (Blank)
5	10	41-50	Company Identification	If the taxpayer is a Company, the identification begins with ANSI one-digit Identification Code Designator (ICD) followed by the nine-digit Identifier. For a Company, this is the number "1" followed by the Federal Employer Identification Number (Tax ID). For an individual, this is the number "9" followed by the Social Security Number.
6	3	51-53	Standard Entry Class Code	CTX
7	10	54-63	Company Entry Description	Use "TAX ACH CR"
8	6	64-69	Company Descriptive Date	Not Used (Blank)
9	6	70-75	Effective Entry Date	YYMMDD
10	3	76-78	Settlement Date (Julian)	XXX (Inserted by FED)
11	1	79-79	Originator Status Code	1
12	8	80-87	Originating DFI Identification	Originating Bank's R/T without the check digit.
13	7	88-94	Batch Number	Assigned by Originating Bank.

Field	Length	Position	Data Element Name	Contents
Entry Detail/Corporate Entry Detail Record (Record Type 6) for CTX				
1	1	01-01	Record Type Code	6
2	2	02-03	Transaction Code	22
3	8	04-11	Receiving DFI Identification	XXXXXXXXXX
4	1	12-12	Check Digit	7
5	17	13-29	DFI Account Number	Use XXXXXXXXX.
6	10	30-39	Total Amount	Payment Amount. The amount of the withholding or tax being paid. This is in the format $$$$$$$$¢¢
7	15	40-54	Identification Number	A number assigned by the Division to identify the tax account for tracing purposes.
8	4	55-58	Number of Addenda Records	The count of "7" records containing the EDI data.
9	16	59-74	Receiving Co. Name/ID Number	Use "COLUMBUS TAX CR"
10	2	75-76	Reserved	Blank
11	2	77-78	Discretionary Data	Blank
12	1	79-79	Addenda Record Indicator	1
13	15	80-94	Trace Number	Assigned by Originating Bank.

Company/Batch Control Record (Record Type 8) for ACH Payments				
Field	Length	Position	Data Element Name	Contents
1	1	01-01	Record Type	8
2	3	02-04	Service Class Code	200
3	6	05-10	Entry/Addenda Count	Total number of entry detail (6) and addenda (7) records in this batch of payments.
4	10	11-20	Entry Hash	Summation of all entry detail records positions 4-11.
5	12	21-32	Total Debit Dollar Amount	Not used.
6	12	33-44	Total Credit Dollar Amount	Summation of all credit entry detail record amount fields.
7	10	45-54	Company ID	Same as Company/Batch header record company ID.
8	19	55-73	MAC	Blank.
9	6	74-79	Reserved	Blank.
10	8	80-87	Originating DFI ID	Same as Company/Batch Header Originating DFI ID.
11	7	88-94	Batch Number	Same as Company/Batch Header Batch Number.

			File Control Record (Record Type 9) for ACH Payments	
Field	Length	Position	Data Element Name	Contents
1	1	01-01	Record Type	9
2	3	02-04	Batch Count	Number of batches contained in the file.
3	6	08-13	Block Count	Number of blocks in the file. A block is defined as 940 characters (10 records).
4	8	14-21	Entry / Addenda Count	Total number of entry detail (6) and addenda (7) records in the file.
5	10	22-31	Entry Hash	Summation of all entry detail records positions 4 -11 in the file.
6	12	32-43	Total Debit Dollar Amount	Not used.
7	12	44-55	Total Credit Dollar Amount	Summation of all credit entry detail record amount fields in the file.
8	39	56-94	Reserved	Blank.

Payment Effective Date

The payment effective date, as defined by the ACH Rules, is the date on which the payer intends to make good funds available to the payee. **City of Columbus, Ohio's taxpayers should allow sufficient lead-time in their accounts payable EFT payment processing to allow good funds to be available to City of Columbus, Ohio on or before tax or return due date.**

City of Columbus, Ohio receives advice of electronic payments from its financial institution around 10:00 AM Eastern Time each banking day. If remittance information is present and correct, payments will be applied to customer accounts on the same day the payment is received by City of Columbus, Ohio. The effective date should be the payment due date or earlier.

Pre-notes

ACH monetary "pre-note" transactions can be initiated by City of Columbus, Ohio's taxpayer or the taxpayer's bank to verify City of Columbus, Ohio's financial institution identification and bank account information prior to sending live dollar transactions. This pre-notification process is required.

Electronic Remittance Requirements

The following information details the requirements necessary to deliver electronic remittance information for City of Columbus, Ohio payments using the Automated Clearing House (ACH) and Electronic Data Interchange (EDI). The requirements for formatting electronic payment transactions and addenda records for remittance information to be processed by the ACH are defined by the ACH Rules, published by the National Automated Clearing House Association (NACHA). The requirements for formatting EDI Transaction Sets are defined by the American National Standards Institute (ANSI), Accredited Standards Committee (ASC) X.12.

City of Columbus, Ohio's Remittance Data Requirements

The basic remittance data required by City of Columbus, Ohio to properly apply a customer's electronic payment are identified in the matrix referenced below. This matrix reflects those fields, which are required, and those, which are optional.

Field	Inclusion Requirement
Taxpayer Account Number	Required
Taxpayer ACH Credit Registration Number*	Required
Tax Type Code	Required
Amount Paid	Required
Taxpayer Name	Required
Taxpayer Address	Optional
City	Optional
State	Optional
Zip Code	Optional

* An ACH Credit Registration Number unique to each taxpayer is assigned after completion of the City's registration form for the ACH Credit Electronic Filing Program.

The following sections define how the above City of Columbus, Ohio Remittance Data is passed using either the ACH addenda record or an EDI 820 Transaction Set.

CCD+ Remittances

When the CCD+ payment transaction is used, the City of Columbus, Ohio tax data must be passed in the Addenda Record's Payment Related Information Field using an EDI TXP Tax Payment segment. The TXP must include both the taxpayer's Account Number and ACH Registration Number to properly credit the taxpayer's account. The following is the layout of the Addenda Record (Record Type 7, Addenda Type 05) used with the CCD+ payment transaction:

Addenda Record (Record Type 7) for ACH Payments		
Field Name	Length	Contents
Record Type Code	1	'7'
Addenda Type Code	2	'05'
Payment Related Information	80	Alphanumeric TXP Segment
Addenda Sequence Number	4	0001
Entry Detail Sequence Number	7	Assigned by Originating Bank

The following is the structure of the TXP segment for CCD+ tax payment transactions:

Data Element ID	Data Element Name	Length	Contents
			TXP Segment Details
	Segment Identifier	3	TXP
	Delimiter	1	*
TXP01	Taxpayer Identification Number	10/11	This is the taxpayer's Account Number. It is the federal Taxpayer ID or Social Security number with a 1 or 2-character alphabetic suffix. See Appendix 2 for suffix types.
	Delimiter	1	*
TXP02	Tax Payment Type Code	4	See the list of tax codes in Appendix 2.
	Delimiter	1	*
TXP03	Tax Period End (FISCALS USE BEGIN) Date	6/8	The time period for this tax payment in format YYMMDD or CCYYMMDD
	Delimiter	1	*
TXP04	Amount Type	1	Use "T" for Tax Paid
	Delimiter	1	*
TXP05	Tax Amount	1-10	The amount of tax paid for this withholding period in the format $$$$$$$$¢¢. Do not use leading zeros in the Tax Amount.
	Delimiter	1	*
	Delimiter	1	*
	Delimiter	1	*
	Delimiter	1	*
	Delimiter	1	*
TXP10	Taxpayer ACH Credit Registration Number	6	The ACH Credit Registration Number assigned to the taxpayer during the ACH Credit registration process. The format is 6 characters.
	Segment Terminator	1	\

Sample TXP Segments for ACH Addenda Records

Following is a sample TXP segment for a quarterly withholding payment to Groveport of $2,335.00.

TXP*123456789W*1509*120409*T*233500***A12345**

Following is a sample TXP segment for a corporate quarterly estimated direct tax payment to Obetz of $1,175.92.

TXP*123456789C*1810*120409*T*117592***B23456**

Following is a sample TXP segment for a quarterly withholding payment to Northern Pickaway County JEDD (Joint Economic Development District) current tax year tax of $835.75.

TXP*123456789WJ*1520*120409*T*83575***C34567**

Sample ACH CCD+ Transaction

Following is a sample CCD+ transaction including all required ACH records.

```
101 014000037071100269040405130210941011JPMORGAN CHASE MAMMOTH MOTORS
5200MAMMOTH MOTORS                     1390509570CCDTAX ACH CR    0040406   1017100010000009
6220440000377081394449    00001175921860065         COLUMBUS TAX CR    1   071000260022632
705TXP*123456789W*1509*070228*T*117592*****A12345\                         00010022632
820000000100000000015000000000000000001175921139050957  0            071000260000009
90000140000000000010000440000370000000000000000000117592
99999999999999999999999999999999999999999999999999999999999999999999999999999999999999999
99999999999999999999999999999999999999999999999999999999999999999999999999999999999999999
99999999999999999999999999999999999999999999999999999999999999999999999999999999999999999
99999999999999999999999999999999999999999999999999999999999999999999999999999999999999999
```

CTX Remittances

When the ACH CTX payment transaction is used, the "Payment Related Information" field in the CTX Addenda Records is used to pass a full EDI 820 Transaction Set. The EDI 820 Transaction Set is placed, 80 characters at a time, into multiple CTX Addenda Record Payment Related Information fields.

There are several versions of the EDI 820 Transaction Set, and the data elements required to pass City of Columbus, Ohio remittance data may be different based on the Version/Release. The following EDI 820 Transaction Set Version/Releases will be accepted by City of Columbus, Ohio's financial institution for tax payments: 003050, 003060, 003070, 004010, 004020 and 004030. The City of Columbus, Ohio prefers version 004010. Implementation guide and examples are based on that version.

Following are the data elements of the EDI 820 Transaction Set required for City of Columbus, Ohio payment processing listed by EDI 820 Version/Release Number:

EDI 820 Transaction Set

Included in this document as Appendix 1 is information that demonstrates how City of Columbus, Ohio utilizes the EDI 820 transaction set for CTX payments through the ACH. Appendix 1 also includes an example of an unwrapped 820 Payment Order/Remittance Advice.

820 City of Columbus, Ohio, Payment Order/Remittance Advice for Income Tax Withholding or Payment

Functional Group ID=RA

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Payment Order/Remittance Advice Transaction Set (820) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used to make a payment, send a remittance advice, or make a payment and send a remittance advice. This transaction set can be an order to a financial institution to make a payment to a payee. It can also be a remittance advice identifying the detail needed to perform cash application to the payee's accounts receivable system. The remittance advice can go directly from payer to payee, through a financial institution, or through a third party agent.

Notes:

This particular application of the 820 represents the requirements of the City of Columbus, Ohio Income Tax Division for payroll withholding and direct income tax payments.

The Heading area (Table 1) contains the total amount being transferred to the City of Columbus, Ohio Income Tax Division. The Detail area (Table 2) itemizes the specific withholding or tax types and payment amounts.

Before making a tax payment, the taxpayer or their agent must access the City of Columbus, web site to obtain a city income account number and register for ACH Credit Electronic Filing for the issuance of an ACH Credit Registration number. The account and registration numbers must be included in the Tax Payment (TXP) detail segment.

The ASC X12 820 detail must be communicated in a NACHA CTX payment transaction and forwarded through the banking system to the City of Columbus, Ohio Income Tax Division's receiving account. The taxpayer must consult their originating bank for proper procedure for originating a CTX payment.

The transaction set segment tables show only the actual segments used for this particular application. The data element lists in the segment definitions include both the mandatory and optional elements to demonstrate the need for strung element separators for the elements not used. If the taxpayer uses an optional segment or element, the elements in that segment must follow the X12 syntactic and semantic rules for mandatory and conditional use. Syntax Notes and Semantic Notes included for each segment explain these rules.

Heading:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
Must Use	005	ISA	Interchange Control Header	M	1		
Must Use	008	GS	Functional Group Header	M	1		
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BPR	Beginning Segment for Payment Order/Remittance Advice	M	1		
Must Use	035	TRN	Trace	O	1		c1
Must Use	060	DTM	Date/Time Reference - Transaction Process	O	1		
			LOOP ID - N1			1	
Must Use	070	N1	Name - Taxpayer	O	1		c2
			LOOP ID - N1			1	
Must Use	150	N1	Name - Columbus Income Tax Division	O	1		

Detail:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
			LOOP ID - TXP			>1	
Must Use	280	TXP	Tax Payment	M	1		n1

Summary:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
Must Use	010	SE	Transaction Set Trailer	M	1		
Must Use	020	GE	Functional Group Trailer	M	1		
Must Use	030	IEA	Interchange Control Trailer	M	1		

Transaction Set Notes

1.   The TXP loop is for tax payments.

Transaction Set Comments

1.   The TRN segment is used to uniquely identify a payment order/remittance advice.
2.   The N1 loop allows for name/address information for the payer and payee which would be utilized to address remittance(s) for delivery.

Segment:	**ISA** **Interchange Control Header**	
Position:	005	
Loop:		
Level:	Heading	
Usage:	Mandatory	
Max Use:	1	
Purpose:	To start and identify an interchange of zero or more functional groups and interchange-related control segments	
Syntax Notes:		
Semantic Notes:		
Comments:		
Notes:	*The actual values of the data element separator and the data segment terminator for this interchange are set by the interchange control header. In the segment diagram below, the data element separator is represented by the "*" character, the sub-element separator is represented by the ":" character and the data segment terminator is represented by the "\" character.*	

For a particular interchange, the value at the fourth character position (the character immediately following the ISA segment tag) is the data element separator, and the value of the last character position is the value of the data segment terminator. The extent of this particular usage of the data element separator, sub-element separator and the data segment terminator within the envelope is from this header to and including the next interchange trailer (from ISA to IEA).

The interchange control number value in ISA13 in this header must match the value in the same data element in the corresponding interchange control trailer in IEA02.

The first occurrence of the data element separator (byte 4) defines the actual value of the data element separator used for this interchange and is graphically displayed as an asterisk "*". The first occurrence of the segment terminator for this interchange appears 1 byte after data element ISA16 and defines the actual value of the data segment terminator.

The segment terminator is graphically displayed as a backslash, "\". Acceptable characters for the segment terminator are HEX 04, HEX 0D, HEX 4F, HEX 1C or HEX 15. A single acceptable segment terminator must be chosen by trading partners.
Example: ISA*00*   *00*   *01*123123123   *17*072000326 *070421*1115*U*00401*000000001*0*P*:\

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	**ISA01**	**I01**	**Authorization Information Qualifier**	**M**	**ID 2/2**

Code to identify the type of information in the Authorization Information
The values in ISA01 through ISA07 are agreed to between the City or Columbus taxpayer and their originating bank. The values shown in this guide are for illustrative purposes.

    00   No Authorization Information Present (No Meaningful Information in I02)

Must Use	ISA02	I02	**Authorization Information**	**M**	**AN 10/10**

Information used for additional identification or authorization of the interchange sender or the data in the interchange; the type of information is set by the Authorization Information Qualifier (I01)
Use 10 spaces.

Must Use	ISA03	I03	**Security Information Qualifier**	**M**	**ID 2/2**

Code to identify the type of information in the Security Information
   00   No Security Information Present (No Meaningful Information in I04)

Must Use	ISA04	I04	**Security Information**	**M**	**AN 10/10**

This is used for identifying the security information about the interchange sender or the data in the interchange; the type of information is set by the Security Information Qualifier (I03)
Use 10 spaces.

Must Use	ISA05	I05	**Interchange ID Qualifier**	**M**	**ID 2/2**

Qualifier to designate the system/method of code structure used to designate the sender or receiver ID element being qualified
Listed below are some typical qualifiers.
   01   Duns (Dun & Bradstreet)
   14   Duns Plus Suffix
   30   U.S. Federal Tax Identification Number

Must Use	ISA06	I06	**Interchange Sender ID**	**M**	**AN 15/15**

Identification code published by the sender for other parties to use as the receiver ID to route data to them; the sender always codes this value in the sender ID element
Use the corresponding sender ID code as specified in ISA05. When this code is less than 15 characters, it is left-justified and space filled.

Must Use	ISA07	I05	**Interchange ID Qualifier**	**M**	**ID 2/2**

Qualifier to designate the system/method of code structure used to designate the sender or receiver ID element being qualified
Listed below are some typical qualifiers.
   01   Duns (Dun & Bradstreet)
   14   Duns Plus Suffix
   17   American Bankers Association (ABA) Transit Routing Number (Including Check Digit, 9 Digit)
   30   U.S. Federal Tax Identification Number

Must Use	ISA08	I07	**Interchange Receiver ID**	**M**	**AN 15/15**

Identification code published by the receiver of the data; When sending, it is used by the sender as their sending ID, thus other parties sending to them will use this as a receiving ID to route data to them
Use the corresponding sender ID code as specified in ISA07. When this code is less than 15 characters, it is left-justified and space filled.

Must Use	ISA09	I08	**Interchange Date**	**M**	**DT 6/6**

Date of the interchange

Must Use	ISA10	I09	**Interchange Time**	M	TM 4/4

Time of the interchange.

Must Use	ISA11	I10	**Interchange Control Standards Identifier**	M	ID 1/1

Code to identify the agency responsible for the control standard used by the message that is enclosed by the interchange header and trailer
Refer to 004010 Data Element Dictionary for acceptable code values.

Must Use	ISA12	I11	**Interchange Control Version Number**	M	ID 5/5

This version number covers the interchange control segments

00401 Draft Standards for Trial Use Approved for Publication by ASC X12 Procedures Review Board through October 1997

Must Use	ISA13	I12	**Interchange Control Number**	M	N0 9/9

A control number assigned by the interchange sender
This number should be sequential between transmission partners and can be used for statistical control, audit control, and error recovery information. This control number must match the control number in IEA02.

Must Use	ISA14	I13	**Acknowledgment Requested**	M	ID 1/1

Code sent by the sender to request an interchange acknowledgment (TA1)
The City of Columbus taxpayer and their originating bank must agree on whether an interchange acknowledgment is used.

0 No Acknowledgment Requested

Must Use	ISA15	I14	**Usage Indicator**	M	ID 1/1

Code to indicate whether data enclosed by this interchange envelope is test, production or information

P Production Data

Must Use	ISA16	I15	**Component Element Separator**	M	AN 1/1

Type is not applicable; the component element separator is a delimiter and not a data element; this field provides the delimiter used to separate component data elements within a composite data structure; this value must be different than the data element separator and the segment terminator
Must be a character this is not in the application data or a communications control character. For the examples in this guideline, the Component Element Separator is graphically displayed as a colon ":".

Segment:	**GS** **Functional Group Header**
Position:	008
Loop:	
Level:	Heading
Usage:	Mandatory
Max Use:	1
Purpose:	To indicate the beginning of a functional group and to provide control information
Syntax Notes:	
Semantic Notes:	1 GS04 is the group date.
	2 GS05 is the group time.
	3 The data interchange control number GS06 in this header must be identical to the same data element in the associated functional group trailer, GE02.
Comments:	1 A functional group of related transaction sets, within the scope of X12 standards, consists of a collection of similar transaction sets enclosed by a functional group header and a functional group trailer.
Notes:	Example: GS*RA*123456789*987654321*20070423*1530*1*X*004010\

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	GS01	479	**Functional Identifier Code**	**M**	**ID 2/2**
			Code identifying a group of application related transaction sets		
			RA Payment Order/Remittance Advice (820)		
Must Use	GS02	142	**Application Sender's Code**	**M**	**AN 2/15**
			Code identifying party sending transmission; codes agreed to by trading partners		
			The values in GS02 and GS03 must be agreed upon between the City of Columbus taxpayer and their originating bank.		
Must Use	GS03	124	**Application Receiver's Code**	**M**	**AN 2/15**
			Code identifying party receiving transmission; codes agreed to by trading partners		
Must Use	GS04	373	**Date**	**M**	**DT 8/8**
			Date expressed as CCYYMMDD		
Must Use	GS05	337	**Time**	**M**	**TM 4/8**
			Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)		
Must Use	GS06	28	**Group Control Number**	**M**	**N0 1/9**
			Assigned number originated and maintained by the sender		
			Start with 1 and increment by 1 for each subsequent GS segment and must match the control number in GE02.		

Must Use	**GS07**	**455**	**Responsible Agency Code**	**M**	**ID 1/2**

Code used in conjunction with Data Element 480 to identify the issuer of the standard

    X   Accredited Standards Committee X12

Must Use	**GS08**	**480**	**Version / Release / Industry Identifier Code**	**M**	**AN 1/12**

Code indicating the version, release, sub release, and industry identifier of the EDI standard being used, including the GS and GE segments; if code in DE455 in GS segment is X, then in DE 480 positions 1-3 are the version number; positions 4-6 are the release and sub release, level of the version; and positions 7-12 are the industry or trade association identifiers (optionally assigned by user); if code in DE455 in GS segment is T, then other formats are allowed

    004010   Draft Standards Approved for Publication by ASC X12 Procedures Review Board through October 1997

Segment:	**ST** **Transaction Set Header**
Position:	010
Loop:	
Level:	Heading
Usage:	Mandatory
Max Use:	1
Purpose:	To indicate the start of a transaction set and to assign a control number
Syntax Notes:	
Semantic Notes:	1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
Comments:	
Notes:	*A unique number assigned by the originator to each transaction set within a functional group. This unique number aids in error reconciliation and research and must be the same as the number in the SE02 element.* Example: ST*820*0001\

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	**ST01**	**143**	**Transaction Set Identifier Code**	**M ID 3/3**
			Code uniquely identifying a Transaction Set	
			820 Payment Order/Remittance Advice	
Must Use	**ST02**	**329**	**Transaction Set Control Number**	**M AN 4/9**
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set *This Control Number must match the Control Number in element SE02.*	

Segment:	**BPR** Beginning Segment for Payment Order/Remittance Advice
Position:	020
Loop:	
Level:	Heading
Usage:	Mandatory
Max Use:	1
Purpose:	To indicate the beginning of a Payment Order/Remittance Advice Transaction Set and total payment amount, or to enable related transfer of funds and/or information from payer to payee to occur

Syntax Notes:
1. If either BPR06 or BPR07 is present, then the other is required.
2. If BPR08 is present, then BPR09 is required.
3. If either BPR12 or BPR13 is present, then the other is required.
4. If BPR14 is present, then BPR15 is required.
5. If either BPR18 or BPR19 is present, then the other is required.
6. If BPR20 is present, then BPR21 is required.

Semantic Notes:
1. BPR02 specifies the payment amount.
2. When using this transaction set to initiate a payment, all or some of BPR06 through BPR16 may be required, depending on the conventions of the specific financial channel being used.
   BPR06 and BPR07 relate to the originating depository financial institution (ODFI).
3. BPR08 is a code identifying the type of bank account or other financial asset.
4. BPR09 is the account of the company originating the payment. This account may be debited or credited depending on the type of payment order.
5. BPR12 and BPR13 relate to the receiving depository financial institution (RDFI).
6. BPR14 is a code identifying the type of bank account or other financial asset.
7. BPR15 is the account number of the receiving company to be debited or credited with the payment order.
8. BPR16 is the date the originating company intends for the transaction to be settled (i.e., Payment Effective Date).
9. BPR17 is a code identifying the business reason for this payment.
10. BPR18, BPR19, BPR20 and BPR21, if used, identify a third bank identification number and account to be used for return items only.
11. BPR20 is a code identifying the type of bank account or other financial asset.

Comments:

Notes: Example:
BPR*C*100.00*C*ACH*CTX*01*07200326*DA*12345678*1311234567**01*0440
00003*DA*708139449*20070410*TAX\

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	BPR01	305	**Transaction Handling Code**	M ID 1/2

Code designating the action to be taken by all parties
    C   Payment Accompanies Remittance Advice
             This transaction includes both payment information and tax information details.

Must Use	**BPR02**	**782**	**Monetary Amount**	**M**	**R 1/18**

Monetary amount
This is the total amount of the withholding or tax payment. It is the sum of the TXP05 data elements in the detail section (Table 2) of the 820. This is a real data element that requires an explicit decimal in the number for fractional dollar amounts.

Total Payment Amount cannot exceed eleven (11) characters including decimals (i.e.99999999.99) when converted to a NACHA format. BPR02 is the equivalent of field 6 in the ACH Entry Detail Record, type 6, which has a length of ten (10) characters with an implied decimal between the eighth and ninth characters ($$$$$$$$¢¢).

Must Use	**BPR03**	**478**	**Credit/Debit Flag Code**	**M**	**ID 1/1**

Code indicating whether amount is a credit or debit
   C   Credit

Must Use	**BPR04**	**591**	**Payment Method Code**	**M**	**ID 3/3**

Code identifying the method for the movement of payment instructions
   ACH   Automated Clearing House (ACH)

Must Use	**BPR05**	**812**	**Payment Format Code**	**O**	**ID 1/10**

Code identifying the payment format to be used
   CTX   Corporate Trade Exchange (CTX) (ACH)

Must Use	**BPR06**	**506**	**(DFI) ID Number Qualifier**	**X**	**ID 2/2**

Code identifying the type of identification number of Depository Financial Institution (DFI)
Elements BPR06 through BPR09 refer to the originating bank and account.
   01   ABA Transit Routing Number Including Check Digits (9 digits)

Must Use	**BPR07**	**507**	**(DFI) Identification Number**	**X**	**AN 3/12**

Depository Financial Institution (DFI) identification number
The ABA Transit/Routing Number for the taxpayer's originating bank.

BPR07 is the equivalent of field 12 in the ACH Company/Batch Header Record (type 5). Field 12 contains the eight (8) identification digits but does NOT contain the check digit (digit 9).

Must Use	**BPR08**	**569**	**Account Number Qualifier**	**O**	**ID 1/3**

Code indicating the type of account
   DA   Demand Deposit

Must Use	**BPR09**	**508**	**Account Number**	**X**	**AN 1/35**

Account number assigned
The account number at the taxpayer's bank from which the funds are drawn.

Must Use	BPR10	509	**Originating Company Identifier**	**O**	**AN 10/10**

A unique identifier designating the company initiating the funds transfers instructions. The first character is one-digit ANSI identification code designation (ICD) followed by the nine-digit identification number which may be an IRS employer identification number (EIN), data universal numbering system (DUNS), or a user assigned number; the ICD for an EIN is 1, DUNS is 3, user assigned number is 9

Not Used	BPR11	510	**Originating Company Supplemental Code**	**O**	**AN 9/9**
Must Use	BPR12	506	**(DFI) ID Number Qualifier**	**X**	**ID 2/2**

Code identifying the type of identification number of Depository Financial Institution (DFI)
Elements BPR12 through BPR15 refer to the City of Columbus Income Tax Division receiving bank and account.
    01   ABA Transit Routing Number Including Check Digits (9 digits)

Must Use	BPR13	507	**(DFI) Identification Number**	**X**	**AN 3/12**

Depository Financial Institution (DFI) identification number
Use "044000003".

This is the equivalent of fields 3 and 4 of the ACH Corporate Entry Detail Record (Type 6). Field 3 contains the eight (8) identification digits and field 4 contains the check digit (digit 9).

Must Use	BPR14	569	**Account Number Qualifier**	**O**	**ID 1/3**

Code indicating the type of account
    DA   Demand Deposit

Must Use	BPR15	508	**Account Number**	**X**	**AN 1/35**

Account number assigned
Use "708139449".

This is the equivalent of field 5 of the ACH Corporate Entry Detail Record (Type 6).

Must Use	BPR16	373	**Date**	**O**	**DT 8/8**

Date expressed as CCYYMMDD
The date the taxpayer instructs their financial institution to provide good funds to the City of Columbus, Ohio Income Tax Division. This must be on or before the tax or withholding due date.

BPR16 is the equivalent of field 9 in the ACH Company/Batch Header Record, type 5. In the ACH format, this is the Effective Date with the format YYMMDD. This must be a valid banking day.

Must Use	BPR17	1048	**Business Function Code**	**O**	**ID 1/3**

Code identifying the business reason for this payment
    TAX   Tax Payment

Segment:	# TRN Trace
Position:	035
Loop:	
Level:	Heading
Usage:	Optional (Must Use)
Max Use:	1
Purpose:	To uniquely identify a transaction to an application
Syntax Notes:	
Semantic Notes:	**1** TRN02 provides unique identification for the transaction.
	2 TRN03 identifies an organization.
	3 TRN04 identifies a further subdivision within the organization.
Comments:	
Notes:	*This segment provides a unique identification for the payment assigned by the originator's system for tracking and problem resolution.*
	Example: TRN*1*4311A5678\

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	TRN01	481	**Trace Type Code**	**M**	**ID 1/2**
			Code identifying which transaction is being referenced		
			1 Current Transaction Trace Numbers		
Must Use	TRN02	127	**Reference Identification**	**M**	**AN 1/30**
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
Must Use	TRN03	509	**Originating Company Identifier**	**O**	**AN 10/10**
			A unique identifier designating the company initiating the funds transfers instructions. The first character is one-digit ANSI identification code designation (ICD) followed by the nine-digit identification number which may be an IRS employer identification number (EIN), data universal numbering system (DUNS), or a user assigned number; the ICD for an EIN is 1, DUNS is 3, user assigned number is 9.		

Segment:	**DTM** **Date/Time Reference - Transaction Process**
Position:	060
Loop:	
Level:	Heading
Usage:	Optional (Must Use)
Max Use:	1
Purpose:	To specify pertinent dates and times
Syntax Notes:	1 At least one of DTM02 DTM03 or DTM05 is required.
	2 If DTM04 is present, then DTM03 is required.
	3 If either DTM05 or DTM06 is present, then the other is required.
Semantic Notes:	
Comments:	
Notes:	*This segment provides the date the 820 transaction was built in the originator's system. This transaction creation date is useful for tracking payments warehoused at the originating bank.*
	Example: DTM*009*20070420\

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	**DTM01**	**374**	**Date/Time Qualifier**	**M**	**ID 3/3**
			Code specifying type of date or time, or both date and time		
			009 Process		
Must Use	**DTM02**	**373**	**Date**	**X**	**DT 8/8**
			Date expressed as CCYYMMDD		

Segment:	**N1** Name - Taxpayer	
Position:	070	
Loop:	N1	
Level:	Heading	
Usage:	Optional (Must Use)	
Max Use:	1	
Purpose:	To identify a party by type of organization, name, and code	
Syntax Notes:	1	At least one of N102 or N103 is required.
	2	If either N103 or N104 is present, then the other is required.
Semantic Notes:		
Comments:	1	This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
	2	N105 and N106 further define the type of entity in N101.
Notes:	*This segment identifies the taxpayer or taxpayer's agent.*	

Examples:
N1*MAMMOTH MOTORS*91*123456789A\
N1*PAYROLL SERVICE*91*345678901B\

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
Must Use	**N101**	**98**	**Entity Identifier Code**	**M**	**ID 2/3**
			Code identifying an organizational entity, a physical location, property or an individual		
			PR Payer		
Must Use	**N102**	**93**	**Name**	**X**	**AN 1/60**
			Free-form name		
			The taxpayer's name. If taxes or withholding are paid by a third-party processor or agent for multiple taxpayers, this is the agent's name.		
			This is the equivalent of field 3 of the ACH Company Batch Header Record (Type 5).		
Must Use	**N103**	**66**	**Identification Code Qualifier**	**X**	**ID 1/2**
			Code designating the system/method of code structure used for Identification Code (67)		
			91 Assigned by Seller or Seller's Agent		
Must Use	**N104**	**67**	**Identification Code**	**X**	**AN 2/80**
			Code identifying a party or other code		
			The taxpayer's income tax account number with nine digits followed by one or two alphas, or the account number assigned to the taxpayer's third-party processor or agent.		

Segment:	**N1** Name - Columbus Income Tax Division	
Position:	150	
Loop:	N1	
Level:	Heading	
Usage:	Optional (Must Use)	
Max Use:	1	
Purpose:	To identify a party by type of organization, name, and code	
Syntax Notes:	1	At least one of N102 or N103 is required.
	2	If either N103 or N104 is present, then the other is required.
Semantic Notes:		
Comments:	1	This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
	2	N105 and N106 further define the type of entity in N101.
Notes:	Example: N1*PE*COLUMBUS TAX CR\	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	N101	98	**Entity Identifier Code**	M	ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual		
			PE Payee		
Must Use	N102	93	**Name**	X	AN 1/60
			Free-form name *Use "COLUMBUS TAX CR".* *This is the equivalent of field 9 of the ACH Corporate Entry Detail Record (Type 6).*		

Segment:	**TXP** Tax Payment
Position:	280
Loop:	TXP
Level:	Detail
Usage:	Mandatory
Max Use:	1
Purpose:	To identify tax payment data

Syntax Notes: 1   If either TXP06 or TXP07 is present, then the other is required.

  2   If either TXP08 or TXP09 is present, then the other is required.

Semantic Notes:

Comments: 1   The tax type code TXP02 is a code from a code list maintained by the Federation of Tax Administrators (FTA).

Notes: *The TXP contains the details of Columbus withholding amounts for each taxpayer account.*

Examples:

TXP*123456789W*1501*20070417*T*123400*****A23456\
TXP*234567890W*1501*20070417*T*567911*****A34567\
TXP*345678901W*1501*20070417*T*1435501*****A45678\
TXP*456789012W*1501*20070417*T*99799*****A56789\
TXP*567890123W*1501*20070417*T*43200*****A78903\
TXP*658901234WA*1501*20070417*T*58566*****A89012\
TXP*658901234WB*1501*20070417*T*78915*****A89012\

w

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	**TXP01**	**325**	**Taxpayer Identification Number - Taxpayer Account Number**	**M AN 10/11**

Number assigned to a purchaser (buyer, orderer) by a taxing jurisdiction (state, county, etc.); often called a tax exemption number or certificate number

This is the taxpayer's Account Number. It is the federal Taxpayer ID or Social Security number with a 1 or 2-character alphabetic suffix. See Appendix 2 for suffix types.

A withholding payment is identified with the letter "W" following the Federal Employer ID number. In some cases, an additional letter is added to specify a taxpayer's division or location.

A direct tax payment is identified with a one-letter code indicating the taxpayer-category. This code is added to the taxpayer's Federal ID number or the individual's Social Security number. In some cases, an additional letter is added to specify a taxpayer's division or location.

| **Must Use** | **TXP02** | **1049** | **Tax Payment Type Code** | **M** | **ID 4/4** |

Code identifying type of tax being paid. Caution: Do not include leading zeros or other extraneous numbers.
For tax withholding payments:
Form 11 - Quarterly reconciliation withholding. This is calculated by taking the quarterly withholding tax due and subtracting the tax payment previously made for that quarter and *Form 15 - Monthly or semi-monthly withholding payment.*

1501 - for Columbus
1509 - for Groveport
1510 - for Obetz
1511 - for Canal Winchester
1513 - for Marble Cliff
1514 - for Brice
1516 - for Harrisburg
1520 - Northern Pickaway County JEDD
1521 – Prairie Obetz JEDZ

For direct tax payments:
Form 18 - Quarterly Estimated Tax Payment. Form 21 - Declaration of tax due for the following tax year. Form 22 - Yearly tax return payment with the first payment on next year's estimated taxes. Form 21 - Declaration of tax due for the following tax year. Form 25 - Yearly tax return payment for tax due. Form 42 - Payment for estimated tax due to accompany a filing extension for the current year's tax return.

1801 - for Columbus
1809 - for Groveport
1810 - for Obetz
1811 - for Canal Winchester
1813 - for Marble Cliff.
1814 - for Brice
1816 - for Harrisburg
1520 - Northern Pickaway County JEDD
1521 – Prairie Obetz JEDZ

| **Must Use** | **TXP03** | **373** | **Tax Period End (FISCALS USE BEGIN) Date** | **M** | **DT 8/8** |

Date expressed as CCYYMMDD
The end date for the time period for this tax payment.

| **Must Use** | **TXP04** | **817** | **Amount Type - Tax Information Identification Number** | **M** | **AN 1/1** |

Identifying number for Tax Information Field
Use "T".

| **Must Use** | **TXP05** | **1051** | **Tax Amount** | **M** | **N2 1/10** |

Amount of tax
The dollar amount of the withholding or tax paid for the account number

in TXP10.

Not Used	TXP06	817	**Tax Information Identification Number**	**X**	**AN 1/30**
Not Used	TXP07	1051	**Tax Amount**	**X**	**N2 1/10**
Not Used	TXP08	817	**Tax Information Identification Number**	**X**	**AN 1/30**
Not Used	TXP09	1051	**Tax Amount**	**X**	**N2 1/10**
Must Use	TXP10	1050	**Taxpayer Verification – Taxpayer ACH Credit Registration Number**	**M**	**AN 6/6**

The taxpayer verification field may be used by the receiver to verify the taxpayer's identity

The ACH Credit Registration Number *assigned to the taxpayer during the ACH Credit registration process.   The format is 6 characters.*

Segment:	**SE** Transaction Set Trailer	
Position:	010	
Loop:		
Level:	Summary	
Usage:	Mandatory	
Max Use:	1	
Purpose:	To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)	
Syntax Notes:		
Semantic Notes:		
Comments:	**1** SE is the last segment of each transaction set.	
Notes:	Example: ST*25*0001\	

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
Must Use	**SE01**	**96**	**Number of Included Segments**	**M**	**N0 1/10**
			Total number of segments included in a transaction set including ST and SE segments		
Must Use	**SE02**	**329**	**Transaction Set Control Number**	**M**	**AN 4/9**
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set *Must match the control number in element ST02.*		

Segment:	**GE** **Functional Group Trailer**
Position:	020
Loop:	
Level:	Summary
Usage:	Mandatory
Max Use:	1
Purpose:	To indicate the end of a functional group and to provide control information
Syntax Notes:	
Semantic Notes:	1 The data interchange control number GE02 in this trailer must be identical to the same data element in the associated functional group header, GS06.
Comments:	1 The use of identical data interchange control numbers in the associated functional group header and trailer is designed to maximize functional group integrity. The control number is the same as that used in the corresponding header.
Notes:	Example: GE*1*1\

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	**GE01**	**97**	**Number of Transaction Sets Included**	**M N0 1/6**
			Total number of transaction sets included in the functional group or interchange (transmission) group terminated by the trailer containing this data element *Number of ST segments between the GS and GE.*	
Must Use	**GE02**	**28**	**Group Control Number**	**M N0 1/9**
			Assigned number originated and maintained by the sender *Must match the control number in GS06.*	

Segment:	**IEA** Interchange Control Trailer			
Position:	030			
Loop:				
Level:	Summary			
Usage:	Mandatory			
Max Use:	1			
Purpose:	To define the end of an interchange of zero or more functional groups and interchange-related control segments			
Syntax Notes:				
Semantic Notes:				
Comments:				
Notes:	Example: IEA*1*000000001\			

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	**IEA01**	**I16**	**Number of Included Functional Groups**	**M N0 1/5**
			A count of the number of functional groups included in an interchange *Number of GS segments included between ISA and this IEA.*	
Must Use	**IEA02**	**I12**	**Interchange Control Number**	**M N0 9/9**
			A control number assigned by the interchange sender *Must match the control number in ISA13.*	

Example 1 – EDI Payroll Tax Withholding Payment to Columbus from an Employer.

```
ISA*00*     *00*      *ZZ*         *ZZ*         *070416*0501*U*00401*047050132*0*P*;\
GS*RA*072000326*COLUMBUS TAX CR*20070416*0501*047050132*X*004010\
ST*820*047050132\
BPR*C*6095.00*C*ACH*CCP*01*043000261*DA*2042797344*2042797344**01*044000037*DA*701813
9449*20070417*TAX\
TRN*1*38-3388499*2042797344\
DTM*009*20070416\
N1*PR*ACME WIDGET\
N1*PE*COLUMBUS TAX CR\
TXP*123456789A*1501*20070417*T*609500*****A12345\
SE*8*047050132\
GE*1*047050132\
IEA*1*047050132\
```

Example 2 – <u>Three</u> EDI Payroll Tax Withholding Payments to Columbus and four EDI Payroll Tax Withholding Payments to Groveport from a Payroll Processor for Several employers.

```
ISA*00*     *00*      *ZZ*         *ZZ*         *070416*0501*U*00401*047050133*0*P*;\
GS*RA*072000326*COLUMBUS TAX CR*20070416*0501*0470501332*X*004010\
ST*820*047050133\
BPR*C*24072.92*C*ACH*CTX*01*043000261*DA*2042797344*2042797344**01*044000037*DA*701813
9449*20070216*TAX\
TRN*1*38-3388499*2042797344\
DTM*009*20050215\
N1*PR*PAYROLL CONSOLIDATOR*91*2042797344\
N1*PE*COLUMBUS TAX CR\
TXP*123456789A*1501*20070417*T*123400*****A23456\
TXP*234567890B*1501*20070417*T*567911*****A34567\
TXP*345678901C*1501*20070417*T*1435501*****A45678\
TXP*456789012D*1509*20070417*T*99799*****A56789\
TXP*567890123E*1509*20070417*T*43200*****A78901\
TXP*658901234FA*1509*20070417*T*58566*****A89012\
TXP*658901234FB*1509*20070417*T*78915*****A89012\
SE*14*047050133\
GE*1*047050133\
IEA*1*047050133\
```

Taxpayer Withholding Identification Code

A withholding payment is identified with the letter "W" following the Federal Employer ID number. In some cases, an additional letter is added to specify a taxpayer's division or location. All JEDD/JEDZ (Joint Economic Development District/Zone) accounts will have the two suffixes "WJ" in the account number. Caution: A missing or incorrect suffix at the end of an account number will delay the processing of your payment.

Examples: 123456789W, 123456789WA and 123456789WJ

Withholding Tax Payment Type Codes

Each city or JEDD/JEDZ has a unique tax payment type code. Use the appropriate type code for the voucher payment of quarterly, monthly or semi-monthly Employer's Deposit of City Income Tax for the taxing agencies listed below. Do not file Forms IT-15 or IT-15J as the requirement for separate city ACH credit transactions replaces this form. An ACH credit transaction does not replace the filing requirement for Forms IT-11 or IT-11J. The Form IT-11 can be filed by either hardcopy or on our E-File Program. A hardcopy **Form IT-11J** must be filed as electronic filing of Form **IT11J** is not available at this time. Claim ACH credit payments in the *Prior Payments Column* on Form IT-11.

- 1501 - for Columbus.
- 1509 - for Groveport.
- 1510 - for Obetz.
- 1511 - for Canal Winchester.
- 1513 - for Marble Cliff.
- 1514 - for Brice.
- 1516 - for Harrisburg.
- 1520 - for Northern Pickaway County JEDD
- 1521 - for Prairie Obetz JEDZ

Corporate and Individual "Direct" Tax Payment Taxpayer Identification Code

A direct tax payment is identified with a one-letter code indicating the taxpayer-category. This code is added to the taxpayer's Federal ID number or the individual's Social Security number. In some cases, an additional letter is added to specify a taxpayer's division or location. All JEDD/JEDZ (Joint Economic Development District/Zone) accounts will have the suffix "J" at the end of the account number. Caution: A missing or incorrect suffix at the end of an account number will delay the processing of your payment.

C – Corporation   E – Partnership   F – Fiduciary   I – Individual C

CJ – JEDD/JEDZ Corporation   EJ – JEDD/JEDZ Partnership
FJ – JEDD/JEDZ Fiduciary   IJ – JEDD/JEDZ Individual

Examples: 234567890C, 234567890CB, 345678901E, 456789012F, 567890123I, 234567890CJ, 234567890EJ, 234567890FJ, 234567890IJ

Net Profits for Individual and Corporate Tax Payment Type Codes

Each city or JEDD/JEDZ has a unique tax payment type code. Use the appropriate type code for voucher payments of 1) Quarterly Estimated Tax Payment; 2) Declaration of Estimated City Income Tax reported on Forms BR & IR 21and 21J; 3) Annual tax return payment with the first payment on next year's estimated taxes reported on Form IR-22; 4) Annual tax return payment for tax due reported on Forms BR & IR 25 and 25J; 5) Application for Filing Extension Form BR & IR 42 and 42J for the taxing agencies listed below. Do not file Form IT-18 or IT-18J as the requirement for separate city ACH credit transactions replaces this form. An ACH credit transaction does not replace the filing requirement for these forms. You may file BR & IR Forms 21, 25, and 42 by either hardcopy or on our E-File Program. **BR & IR Forms 21J, 25J, and 42J** must be filed by hardcopy as electronic filing of **BR & IR Forms 21J, 25J, and 42J** are not available at this time. When filing Forms 21, 22 and 25, it is "important" to claim the total of all ACH Credit payments on **Line 2**. Be sure to include payments made by other payment methods. To claim extension payments on Form 42, report the respective city ACH credit payments on the city rows in Column 3.

- o 1801 - for Columbus.
- o 1809 - for Groveport.
- o 1810 - for Obetz.
- o 1811 - for Canal Winchester.
- o 1813 - for Marble Cliff.
- o 1814 - for Brice.
- o 1816 - for Harrisburg
- o 1820 - for Northern Pickaway County JEDD
- o 1821 - for Prairie Obetz JEDZ