

CITY OF COLUMBUS

INCOME TAX DIVISION

www.columbus.gov/IncomeTaxDivision

ACH Credit Registration Form

ACH Credit Authorization Agreement for Electric Funds Transfer (EFT)

New EFT Account

Change Contact Information

Withholding Tax Payment

Net Profits Tax Payment

Section I

Taxpayer Name		Taxpayer Account Number
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Taxpayer Address (number, street, box number)		Daytime Telephone ()
Taxpayer Address (city, state and ZIP code)		Fax Number ()
Contact Person	E-Mail Address	Contact Daytime Telephone ()
Contact Address (number, street, box number)		
Contact Address (city, state and ZIP code)		

Section II

I hereby authorize the contact person listed on this form and the financial institutions involved in processing of my payments to receive confidential information necessary to effect electronic payment of city income taxes, answer inquiries, and resolve issues related to enrollment and payments. If signed by a corporate officer, partner or fiduciary of behalf of the taxpayer, I certify that I have the authority to execute this authorization on behalf of the taxpayer. This authorization is to remain in full force until the Income Tax Division of the City of Columbus Auditor's Office has received written notification from me of termination in such time as to afford a reasonable opportunity to act on it.

Signature	Print	Title	Date
Bank Name and Address			
Bank Contact person		Bank Contact Telephone ()	

Mail or FAX the completed registration form to:

**ATTN: ACH Credit Registration
COLUMBUS INCOME TAX DIVISION
77 N. Front Street, 2nd Floor
COLUMBUS, OH 43215**

FAX Number: (614) 645-7193

Instructions for Completing the ACH Credit Authorization Form

General

Please type or print clearly. Fax or mail the authorization form to the Columbus Income Tax Division using the information at the bottom of the form.

By checking the appropriate box, you must use this form to:

- Register for participation in the ACH credit program;
- Receive City of Columbus bank account numbers for ACH Credit remittances;
- Assign Withholding and/or Net Profits ACH Credit Registration Numbers to be included in Field 10 (TXP 10) of the TXP segment;
- Change contact information.

SECTION I

Complete all of the blocks in this section.

Your Taxpayer Account Number is the city income tax account number assigned by the Columbus Income Tax Division.

SECTION II

Complete all of the blocks in this section. Signature is required.

Important Information:

1. If you do not have an existing city income tax account, you are required to enroll online at our web site at www.columbus.gov/IncomeTaxDivision. Please select "New Account Setup".
2. File layout specifications can be found [on our website](#) under Filing and Payments.
3. The following electronic payment options are available: CCD+ (Cash Concentration and Disbursement Plus Addenda) and CTX (Corporate Trade Exchange).