EFT Reporting Instructions - ACH Credit
INSTRUCTIONS FOR REPORTING TAX PAYMENTS ELECTRONICALLY USING THE ACH CREDIT PAYMENT METHOD

Payroll Companies and other authorized corporations may remit tax payments electronically via the **ACH Credit** payment method to Lancaster County Tax Collection Bureau (LCTCB). The ACH Credit program is only a means to pay tax liabilities electronically; it is not a means to file tax returns electronically. LCTCB has mandated that all tax payments starting in 2011 must be remitted electronically either through ACH Credit or via our online filing system. The ACH Credit program is intended for payments of **original tax filings only**. It is not intended for payments of amended returns, supplemental returns, tax due notices or assessment notices.

When you are ready to send a test transmission contact ach@lctcb.org for LCTCB's banking information to transmit the file.

ACH credits must follow the TXP Addendum CCD+ format outlined below. Verify with your financial institution that it can initiate the transaction following the CCD+ format. Banks may charge fees for this service or sell software packages allowing you to remit payments using this method.

If you choose to remit LST via ACH Credit you must submit LST detail via LCTCB's eReporting system or CD-ROM(for payroll providers only).

Please note if you are using LCTCB's prior to September 2010 ACH Format you must transition to this format by January 1, 2012.

 If you have any questions or to coordinate testing, please contact the LCTCB Information Technology department at (717) 569-4521(extension 630) (**EFT calls only**).

ACH CREDIT TXP Addendum (CCD+) field formats

Field #	Field Name (Data Element & Separators)	Field Requirement	Data Element Type	Min/Max Use	Contents
	TXP ADDENDUM (CCD+) CONVENTION				
	Segment Identifier	M			TXP
	Separator				*
TXP01	Taxpayer FEIN	M	AN	9/10	XXXXXXXXXX
	Separator				*
TXP02	Tax Type Code	M	ID	5/5	XXXXX
	Separator				*
TXP03	Tax Period End Date	M	DT	6/6	YYMMDD
	Separator				*
TXP04	Amount Type Code	M	ID	1/1	T
	Separator				*
TXP05	Amount	M	N2	1/10	$$$$$$$$cc
	Separator				*
TXP06	Quarter Code	M	ID	1/1	X
	Segment Terminator	M			\

TXP Field Name Contents

Segment Identifier – The literal "TXP" **must be** entered in this field to identify the transaction as a tax payment.

Separator – An asterisk (*) **must be** entered in this field to separate the data elements.

FEIN (TXP01) – Federal EIN number for the account to be credited for the tax paid. It is optional to include the "-" in the EIN. **This Field must be left justified with unused positions either suppressed or blank.**

Tax Type Code (TXP02) – The tax type code to identify the tax type being paid **must be** entered in this field. Positions 1, 2, and 3 are alpha characters positions 4 and 5 are numeric. A listing of valid tax type codes is provided in the table below.

EFT PROGRAM TAX TYPE CODES FOR ACH CREDIT PAYMENTS

Corporation Tax Types	Tax Type Codes
Local Earned Income Tax (EIT)	EIT00
Local Services Tax (LST)	LST00

Tax Period End Date (TXP03) – The tax period end date **must be** entered to identify what time period the payment covers. **The Tax Period End Date should not be confused with the Tax Due Date.** The format for the tax period end date is **YYMMDD**. **YY** is the last two digits for the year (00-99), **MM** is the numeric value of the month (01-12), and **DD** is the numeric value of the day (01-31).

Amount Type Code (TXP04) – The literal "**T**" for tax payment **must be** entered in this field.

Amount (TXP05) – The dollar amount being paid **must be** entered in this field. The amount field **must** include cents (cc). **Do not** include dollar sign ($), comma (,), or decimal point (.) between the dollar amount and cents. For example, $50,000.00 is formatted as 5000000. The amount in this field must match the amount in your Entry Detail Record ("6" record).

Quarter Code (TXP06) – The quarter code must be entered in this field to identify the quarter the payment covers. Valid quarter codes for estimated payments are "1" for first quarter, "2" for second quarter, "3" for third quarter and "4" for fourth quarter. For an annual payment, tentative payment or extension of time to file an annual return, the quarter code is "5".

Segment Terminator – **A backslash (\\) must be entered in this field to end the segment or record.**

TXP Addendum Format Definitions

Field Requirement M (Mandatory) – Identifies a field that **must** appear in the convention.

Data Element Type – The data element type of a field identifies the type of information contained in the field. Data Element Types and definitions listed below.

AN – Represents a string type data element, contents may consist of alphanumeric characters, **must be** left justified and unused spaces are to be suppressed or blank.

DT – Indicates a date, format of the date type is YYMMDD.

ID – An identifier data element **must** always contain a value from a predefined list of values.

N2 – N indicates numeric and 2 indicates the decimal places to the right of a fixed, implied decimal point. The decimal point is not transmitted. This number will always be positive for the TXP application.

Min/Max Use – Specifies the minimum and maximum length of a field, example 1/5 indicates the field must carry at least one (1) character but no more than five (5).

If additional information is required, please see the ACH Rules Book, Corporate

Edition, available at http://www.nacha.org.