STATE OF NEVADA

DEPARTMENT OF TAXATION

MAIN OFFICE
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Carson City, Nevada 89706

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ACH CREDIT PAYMENT INFORMATION

NOTE: THESE INSTRUCTIONS ARE ONLY FOR PAYMENT OF THESE TAX TYPES; CTE, CTL, CTS, LAF, LET, LIQ, LQL, LSS, OTE, OTP, SUT, SEC, TRL, AND USE (see chart below)

ACH Credit payments to the Department of Taxation must use the ACH CCD+ TXP format, as shown on the Entry Detail Record and Addenda Record Formats following these instructions.

You are first required to perform a pre-notification test through your financial institution. The pre- notification will verify the accuracy and formatting of all required fields. Pre-notifications are "zero dollar" transactions that your financial institution will originate for you.

It is important to work closely with your financial institution to ensure that the required ACH CCD+ TXP information is transmitted with each tax payment and to verify their cut-off time to ensure payment by the tax due date. Failure to timely provide all the required information in the proper format may result in the improper and/or untimely application of your tax payment, which could then be subject to late payment penalty and interest assessments.

Format for Entry Detail Record for ACH Credit Payment – Each payment needs to include one entry detail record and one addenda record in the format shown below. A separate entry detail record and addenda record must be submitted for each tax type or tax period.

CCD+ TXP ENTRY DETAIL RECORD FORMAT FOR NEVADA DEPARTMENT OF TAXATION ACH CREDITS		
POSITIONS	**CONTENT**	**DESCRIPTION**
01	**6**	Record Type Code. Insert the number 6
02 - 03	##	Transaction Type Code. ‘22’ = checking account ‘32’ = savings payment ’23’ = checking pre-notification ‘33’ = savings pre-notification ‘24’ = zero dollar checking payment ‘34’ = zero dollar savings payment
04 - 12	**121000248**	Receiving Routing Number
13 - 29	**47760000000000000**	Receiving Account Number **(13 trailing zeros)**
30 - 39	**$$$$$$$$¢¢**	Amount. No decimal. **Insert leading zeros.**
40 - 54	**XXX############ or S########**	Account ID - 3 characters, 12 digits, 15 length **or** SST ID – S plus 8 digits plus one space **(space padded at the end if less than 15 characters)**
55 - 57		Blank (3 spaces)
58 - 76	**XXXXXXXXXXXXXXXXXXX**	Entity Name – first 19 characters **(space padded at the end if less than 19 characters)**
77 - 78		Wells Fargo Draft Indicator - data value: leave blank
79	**1**	Addenda Record Indicator. Insert a 1.
80 - 94	###############	ACH Trace Number

Position 1 - 1: Record Type Code. This entry will always be 6.

Position 2 - 3: Transaction Code. This position will be 22 in all cases unless you are sending a pre-note when it will be 24. An entry of 22 indicates the transaction is a credit and the payment is going to a checking account. An entry of 24 indicates that the transaction is a pre-note (test.)

Position 4 - 12: Receiving Bank Routing/Transit Number. This nine-digit number identifies Nevada Department of Taxation's bank and bank check digit number.

Position 13 - 29: Receiving Bank Account Number. This entry identifies the bank where the EFT payments will be sent.

Position 30 - 39: Amount. This entry is the amount to be posted to the recipient's account. It must be right justified and zero filled. **Do not insert** a decimal point. The last two characters are always cents.

Position 40 - 54: Account Identification Number or Streamline Sales Tax (SST) Identification Number. Account ID is 3 letter characters,12 digits, 15 characters total length or SST ID is S, 8 digits plus one space total length. Identifies the account number the payment is to be credited to. Left justified and space filled. Its use is essential for your payment to be properly credited.

Position 55 - 57: This three-character position is not used, fill with spaces.

Position 57 - 76: Entity Name. Enter your business name in this position. Insert trailing spaces if name is less than 22 characters.

Position 77 - 78: Discretionary Data. This two-character position is not used, fill with spaces.

Position 79 - 79: Addenda Record Indicator. Always insert a 1, as an addenda record is always required with this transaction.

Position 80 - 94: Trace Number. A number added to the record **<u>by the originating/sending bank</u>** to trace the transaction through the system. This number is especially important in case of an error.

<u>Example Record:</u>

622121000248477600000000000000000020000CTE000000012345 GROCERY STORE
1123456789012345

Record Type Code: 6

Transaction Type Code: 22

Receiving Routing Number: 121000248

Receiving Account Number: 47760000000000000

Amount: 0000020000 = $200

Account ID: CTE000000012345

Blank:

Entity Name: GROCERY STORE

Wells Fargo Draft Indicator:

Addenda Record Indicator: 1

ACH Trace Number: 123456789012345

Format for Addenda Record for ACH Credit Payment

CCD+ TXP ADDENDA RECORD FORMAT FOR NEVADA DEPARTMENT OF TAXATION ACH CREDITS		
POSITIONS	**CONTENT**	**FIELD NAME** **(Data Elements & Separators)**
01 - 03		Blank
04 - 06	**TXP**	Segment Identifier
7	*****	Separator
08 - 22	**XXX############ or S########**	Account ID - 3 characters, 12 digits, 15 length **or** SST ID – S plus 8 digits plus one space
23	*****	Separator
24 - 26	**XXX**	Tax Type Code (3 characters – see chart below)
27	*****	Separator
28 - 35	**YYYYMMDD (numeric)**	Tax Period End Date (i.e. 2013/01/31)
36	*	Separator
37	**T**	Amount Type Code
38	*****	Separator
39 - 48	**$$$$$$$$¢¢**	Amount (with leading zeros)
49	****	Terminator

Position 1 - 3: This three-character position is not used, fill with spaces.

Position 4 - 6: Segment Identifier. Insert TXP.

Position 7 - 7: Separator. Insert *.

Position 8 - 22: Account Identification Number or Streamline Sales Tax (SST) Identification Number. Account ID is 3 letter characters,12 digits, 15 characters total length or SST ID is S, 8 digits plus one space total length. Identifies account number to be credited.

Position 23 - 23: Separator. Insert *.

Position 24 - 26: Tax Type Code. Insert 3 letter characters from the account number.

Position 27 - 27: Separator. Insert *.

Position 28 - 35: Tax Period End Date. 8 digits in YYYYMMDD format.

Position 36 - 36: Separator. Insert *.

Position 37 - 37: Amount Type Code. Insert T

Position 38 - 38: Separator. Insert *.

Position 39 - 48: Amount. This entry is the amount to be posted to the recipient's account. It must always be right justified and zero filled. **Do not insert** a decimal point. The last two characters are always cents.

Position 49 - 49: Terminator. Insert \.

<u>Example Record:</u>

XXXTXP*CTE000000012345*CTE*20240131*T*0000010000\

Segment Identifier: TXP

Account ID: CTE000000012345

Tax Type Code: CTE

Tax Period End Date: 20240131 – Jan 31, 2024

Amount Type Code: T

Amount: 0000010000 = $100

TAX TYPES	
SUT	Sale and Use Tax
USE	Consumer Use Tax
EXCISE TAXES	
CTE	Cigarette One-Time Event
CTL	Cigarette and OTP License
CTS	Cigarette Tax Stamp
LAF	Liquor Awareness Fine
LET	Live Entertainment Tax
LIQ	Liquor Excise Tax
LQL	Liquor Tax Licensing Fee
LSS	Liquor Supplier Excise Tax
OTE	OTP One-Time Event
OTP	Other Tobacco Products Tax
SEC	Security Deposit (used for all applicable tax types)
TRL	Tobacco Retail License