STATE OF NEVADA

DEPARTMENT OF TAXATION

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ACH CREDIT PAYMENT INFORMATION

NOTE: THESE INSTRUCTIONS ARE ONLY FOR THE PAYMENT OF THESE TAX TYPES; EFF, PTT, RMT, TIR, AND WMT (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.

POSITIONS	CONTENT	DESCRIPTION
CCD+ TXP ENTRY DETAIL RECORD FORMAT FOR NEVADA DEPARTMENT OF TAXATION ACH CREDITS		
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	2776000000000000	Receiving Account Number (13 trailing zeros)
30 – 39	$$$$$$$$¢¢	Amount. No decimal. Insert leading zeros.
40 – 42		Blank
43 – 54	##########-or- S######## -or- CSP0000##	TID = 10 numeric digits SST = S+8 numeric digits CSP = CSP0000+2 numeric digits DOS - leave blank (space padded at the end if less than 12 characters)
55 – 57		Blank (3 spaces)
58 – 76	XXXXXXXXXXXXXXXXXXXXXX	Entity Name – first 22 characters (space padded at the end if less than 22 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 40-42: This three-character position is not used, fill with spaces.

Position 43-54: Taxpayer Identification Number. 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 55-76: Taxpayer 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 **by the originating/sending bank** to trace the transaction through the system. This number is especially important in case of an error.

Format for Addenda Record for ACH Credit Payment

POSITIONS	CONTENT	FIELD NAME (Data Elements & Separators)
CCD+ TXP ADDENDA RECORD FORMAT FOR NEVADA DEPARTMENT OF TAXATION ACH CREDITS		
01-03		Blank
04-06	**TXP**	Segment Identifier
7	*	Separator
08-17	########## -or- S########	Taxpayer ID No. (TID) – 10 digits **-or-** SST – S plus 8 digits plus one space
18	*	Separator
19-21	###	Location Number; Default is 000 Varies 000, 001, 002, 003, 004, 005, 006, 007, etc. Contact the Department if unsure of your location number: 1-866-962-3707
22	*	Separator
23-25	**XXX**	Tax Type Code (3 letters - see chart below)
26	*	Separator
27-34	**YYYYMMDD (numeric)**	Tax Period End Date (i.e. 20240131)
35	*	Separator
36-45	$$$$$$$$¢¢	Amount (with leading zeros)
46	*	Separator
47-68	**XXXXXXXXXXXXXXXXXXXXXX**	Taxpayer Name
69	*	Separator
70-82		Filler (13 Spaces)
83	*	Separator
84-87	**Refer to ACH Rules (numeric)**	Addenda Sequence Number
88-94	**Refer to ACH Rules (numeric)**	Entry Detail Sequence Number

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 8-17: Taxpayer Identification Number. 10 digit TID or S+8 digit SST ID space filled. Identifies account number to be credited.

Position 18-18: Separator. Insert *.

Position 19-21: Location Code. Insert 3 digit location code or 000 if not applicable.

Position 22-22: Separator. Insert *.

Position 23-25: Taxpayer Type Code. Enter tax type code from table. Left justified, space filled. **Position**

26-26: Separator. Insert *.

Position 27-34: Tax Period End Date. 8 digits in YYYYMMDD format.

Position 35-35: Separator. Insert *.

Position 36-45:   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 46-46:   Separator. Insert *.

Position 47-68:   Taxpayer Name. Left justified and space filled.

Position 69-69:   Separator. Insert *.

Position 70-82: This thirteen-character position is not used, fill with spaces

Position 83-83:   Separator. Insert *.

Position 84-87:   Addenda Sequence Number. Refer to ACH Rules (numeric).

Position 88-94:   Entry Detail Sequence Number. Refer to ACH Rules (numeric).

TAX TYPE	
EFF	Exhibition Facility Fee
PTT	Transportation Connection Tax
RMT	Retail Cannabis Tax
TIR	Tire Excise Tax
WMT	Wholesale Cannabis Tax