

Vermont Department of Taxes ACH Credit Processing

The Vermont Department of Taxes currently accepts ACH Credit payments for:
 semi-weekly withholding, monthly/quarterly withholding, VTBizFile Sales & Use, VTBizFile Meals & Rooms,
 VTBizFile Withholding, Cigarette Stamps, and Streamlined Sales & Use Tax.

| <u>Field #</u> | <u>Field Name</u> | <u>Field Required</u> | <u>Data Element Type</u> | <u>Length</u> | <u>Contents</u> |
|----------------|----------------------|-----------------------|--------------------------|---------------|--|
| | Segment Identifier | M | | | TXP |
| | Separator | M | | | * |
| TXP01 | Taxpayer ID | M | AN | 15 | ##### (Vermont Business Account Number) or S##### (Streamline Sales Tax Account) |
| | Separator | M | | | * |
| TXP02 | Tax Type Code | M | ID | 5 | XXXXX |
| | Separator | M | | | * |
| TXP03 | Tax Period End Date | M | DT | 6 | YYMMDD |
| | Separator | M | | | * |
| TXP04 | Tax Amount Type | M | ID | 1 | T |
| | Separator | M | | | * |
| TXP05 | Tax Amount | M | N2 | 10 | \$\$\$\$\$\$cc |
| | Separator | O | | | * |
| TXP06 | Penalty Amount Type | O | ID | 1 | P |
| | Separator | O | | | * |
| TXP07 | Penalty Amount | O | N2 | 10 | \$\$\$\$\$\$cc |
| | Separator | O | | | * |
| TXP08 | Interest Amount Type | O | ID | 1 | I |
| | Separator | O | | | * |
| TXP09 | Interest Amount | O | N2 | 10 | \$\$\$\$\$\$cc |
| | Terminator | M | | 1 | \ |
| | | | | | |

Sample Addenda Records:

VTBizFile and Withholding Tax Payers

Business with a permanent VT Business Account Number 440123456789F01 paying meals & rooms for June, 2009 filing requirement of \$72.93.

TXP*440123456789F01*07400*090630*T*7293*

Employer with a permanent VT Business Account Number 430123456789F01 filing withholding on a Wednesday/Friday schedule with a payroll date of May 22, 2009 and withholding \$2550.50.

TXP*430123456789F01*01100*090522*T*255050*

Employer with a temporary VT Business Account Number 430K12345678F1 filing withholding on a Wednesday/Friday schedule with a payroll date of May 22, 2009 and withholding \$2550.50.

TXP*430K12345678F01*01100*090522*T*255050*

Employer with a temporary VT Business Account Number 430K12345678F1 filing a monthly, April, 2009 withholding payment of \$2550.50.

TXP*430K12345678F01*01103*090430*T*255050*

Employer with VT Business Account Number 430123456789F01 filing monthly for October 2009 and withholding \$1235.00

TXP*430123456789F01*01101*091031*T*123500*

Employers with a Temporary VT Business Account Number 430K12345678F01 filing for October 2009 and withholding \$1235.00

TXP*430K12345678F01*01101*001031*T*123500*

Business with a VT Business Account Number 450123456789F01 filing a monthly, May 2009 Sales and Use payment of \$1235.00

TXP*450123456789F01*04100*090531*T*123500*

Business with a permanent VT Business Account Number 450123456789F01 filing an annual 2009 Sales and Use payment of \$1235.00

TXP*450123456789F01*04100*081231*T*123500*

Cigarette Stamp Tax Payers

Business with a permanent VT Business Account Number 460123456789F01 remitting \$79,000 for cigarette stamps purchased on June 15, 2009.

TXP*460123456789F01*07200*090615*T*7900000*

Streamlined Sales & Use Tax Payers

Business registered for Streamline Sales Tax with an SST id of S87654321 filing a Sales & Use return for the month ending on October 31, 2009 for the amount of \$2550.50.

TXP*S87654321*04040*091031*T*255050*

BANKING ACCOUNT NUMBER FOR VERMONT ACH CREDIT PROGRAM

NAME OF BANK: TD BANKNORTH
VT TAX ACCOUNT NUMBER: 5240113077
ROUTING NUMBER: 011600033

ADDENDUM FORMAT DEFINITIONS

AMOUNT The amount fields are used to carry the dollar amount owed and/or being paid. Only Tax amount field (TXP05) is required. Currently, the other amount fields are not being used.

AMOUNT TYPE The amount type is used to identify the type of amount that follows. Currently, the only acceptable value is "T" for tax.

AN The string type data element is symbolized by the representation AN. Contents of string type data elements are a sequence of letters, digits, spaces, and/or special characters. The contents shall be left-justified. Trailing spaces should be suppressed unless they are necessary to satisfy a minimum length requirement.

DT The date type element is symbolized by the representation DT. Format for the date type is YYMMDD. YY is the last two digits of the year (00-99 with 00 = 2000), MM is the numeric value of the month (01-12) and DD is the numeric value of the day (01-31).

DATA ELEMENT TYPE The data element type identifies the type of information contained in the data element field. For instance, AN, ID, DT, N2.

FIELD REQUIREMENT The field requirement of a field data element indicates whether the field is mandatory (M) or optional (O).

ID The identified type data element is symbolized by the representation ID. An identifier data element shall always contain a value from a predefined list of values.

MANDATORY (M) This field or data element shall appear in the convention.

N2 The numeric type of field or data element is represented by the two-position representation N2. N indicates the numeric and 2 indicates the decimal places to the right of a fixed, implied decimal point. The decimal point is not transmitted. It is intended that this number will always be positive for the TXP application. In the TXP convention, the amount fields are defined as N2 type data elements. Thus, \$1,200.00 would look as follows *0000120000*. Note for zero dollar amounts: this data element type may contain one character - 0.

OPTIONAL (O) The use of this field or data element is optional.

FIELD REQUIREMENTS

| | |
|----------------------------|---|
| <u>Segment Identifier</u> | TXP must be entered in this field. This identifies the transaction as a tax payment. |
| <u>Separator</u> | An asterisk (*) must be entered to separate data elements in the CCD+ record. |
| <u>Taxpayer Identifier</u> | Account Number that uniquely identifies the taxpayers account. The Permanent Vermont Business Account number must be in this field. This is a 14-digit number and 1 alpha character. For employers with a Temporary Vermont Business Number this will be a 13-digit number and 2 alpha characters. All 15 characters must be used. The nine character Streamline Sales Tax Identification Number entered as S##### . |
| <u>Tax Type Code</u> | 01100 – Withholding on a semi-weekly schedule 01101 – Withholding remitted Monthly or Quarterly 01103 – VTBizFile Withholding Tax Payments 04100 – VTBizFile Sales & Use Tax Payments 07400 – VTBizFile Meals & Rooms Tax Payments 04040 – Streamline Sales & Use Tax Returns 07200 – Cigarette Stamp Sales Tax |
| <u>Tax Period End Date</u> | The date is entered as YYMMDD. YY = year; MM = month; DD = day. The last day of the filing period should be provided. |
| <u>Tax Amount Type</u> | Enter T for tax. |
| <u>Tax Amount</u> | Enter the dollar amount being paid. The amount field must always contain cents. |