

OHIO COMMERCIAL ACTIVITY TAX
 ACH CREDIT METHOD ADDENDA RECORD FORMAT INSTRUCTIONS
 PLEASE PROVIDE THIS INFORMATION TO YOUR FINANCIAL INSTITUTION

KEY BANK 4910 TIEDEMAN RD BROOKLYN, OH 44144	ROUTING NUMBER 021052053 BANK ACCOUNT NUMBER 75254751
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Payment information must be formatted as shown in this **sample record**:

TXP	*	9XXXXXXXX0	*	09601	*	220331	*	T	*	10000000	\
↑		↑		↑		↑		↑		↑	↑
Begin Record (Always use TXP)		8-digit account# CAT ID NUMBER Plus 0 (no hyphens)		Tax Type Code (see below)		Quarter End Date (YYMMDD format)		Amount Type (Always use T)		Payment Amount (No commas or decimals)	End Record

Please do not use your Federal ID Number

Use “ * ” to separate each entry, and end with “ \ ”. DO NOT USE SPACES OR DASHES IN YOUR FORMAT.

The correct addenda record format must be followed to avoid possible rejection of your payment and additional charges. These instructions are for ACH credit only. Wire transfers using this banking information the wire will reject.

Ohio Commercial Activity Tax (CAT)

Tax Type Code 09601

Due 45 days after quarter end date

Quarter End Dates:
 March 31st September 30th
 June 30th December 31st

NACHA TXP CONVENTION LAYOUT FOR ACH CREDIT PAYMENT

DATA ELEMENT NUMBER	DESCRIPTION	FIELD LENGTH	CONTENTS
1	NACHA'S Record Type Code	1	7
2	NACHA'S Addenda Type Code	2	05
3	Segment Identifier	3	TXP
4	Separator	1	*
5	CAT Account Number	9	Numeric (9) Digits
6	Separator	1	*
7	Tax Type Code	5	Numeric (5) Digits
8	Separator	1	*
9	Quarter End Date	6	Numeric (6) digits YYMMDD
10	Separator	1	*
11	Amount Type Code	1	T
12	Separator	1	*
13	Payment Amount	Variable	Numeric (always enter cents)
14	Segment Terminator	1	\

If you have any questions, please call Ohio Treasurer of State's Electronic Payment Department
 877-338-OHIO