OHIO CIGARETTE/CUYAHOGA TAX
ACH CREDIT METHOD ADDENDA RECORD FORMAT INSTRUCTIONS
PLEASE PROVIDE THIS INFORMATION TO YOUR FINANCIAL INSTITUTION

KEY BANK
4910 TIEDEMAN RD
BROOKYLYN, OH 44144

ROUTING NUMBER 021052053
BANK ACCOUNT NUMBER 20442015

Payment information must be formatted as shown in this **sample record**:

**TXP * 940123450 * 07201 * 220131 * T * 10000000 * **

↑	↑	↑	↑	↑	↑	↑
Begin Record (Always use TXP)	9 digit Cigarette # 8 digit Cigarette acct number plus zero (0)	Tax Type Code (see below)	Enter Tax Period 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 Cigarette/Cuyahoga Tax

Tax Type Code: 07201

Cigarette Account Numbers begin with:
9401
9402

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	Cigarette Account Number	9	Numeric (9) Digits
6	Separator	1	*
7	Cigarette Tax Type Code	5	Numeric (5) Digits
8	Separator	1	*
9	Tax Period 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