OHIO CIGARETTE EXCISE 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 46855710

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

**TXP   *   940123450   *   07200   *   250131   *   T   *   10000000   *   **

↑	↑	↑	↑	↑	↑	↑
Begin Record (Always use TXP)	8 digit Distributor Number plus zero (0)	Tax Type Code (see below)	Use 0 **plus** 5-digit Invoice or six zeros	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 Excise Tax

Tax Type Code: 07200

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	Distributor Number + 0	9	Numeric (9) Digits
6	Separator	1	*
7	Tax Type Code	5	Numeric (5) Digits
8	Separator	1	*
9	0 + Invoice Number	6	Numeric (6) digits
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