OHIO FINANCIAL INSTITUTIONS 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 22686444

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

**TXP * 348000000 * 00348 * 220131 * T * 10000000 **

↑	↑	↑	↑	↑	↑	↑
Begin Record (Always use TXP)	9-digit FIT Account # 8-digits **Plus** 1 digit TIN# (No hyphens)	Tax Type Code (see below)	Enter Tax Due 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.

Financial Institutions Tax (FIT)

Tax Type Code 00348

Tax due dates: January 31
March 31
May 31
October 15 any remaining tax due

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	FIT Account Number	9	Numeric (9) Digits
6	Separator	1	*
7	Tax Type Code	5	Numeric (5) Digits
8	Separator	1	*
9	Tax Due 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's Electronic Payment Department
877-338-OHIO