

OHIO INSURANCE PREMIUM 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 93148209
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Payment information must be formatted as shown in this **sample record**:

**TXP \* 123456789 \* 07100 \* 231015 \* T \* 10000000 \* \**  
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 Begin Record 9-FEIN Number Tax Type Code Tax Due Date Amount Type Payment Amount End Record  
 (Always use TXP) (no hyphens) (see below) (YYMMDD format) (No commas or decimals)

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.

<u>Insurance Premium Tax</u>	<u>Code</u>	<u>Due dates</u>
Domestic Premium Tax Type Code	07100	06/15/XXXX
Domestic Fire Marshal Tax Type Code	07101	03/01/XXXX
Foreign Premium Tax Type Code	07102	10/15/XXXX, 03/01/XXXX, 06/15/XXXX
Foreign Fire Marshall	07103	03/01/XXXX

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	Federal ID 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 the Treasurer Electronic Payment Department  
 877-338-OHIO