OHIO PASS THROUGH ENTITY TAX 4708
ADDENDA RECORD FORMAT INSTRUCTIONS ACH CREDIT METHOD
PLEASE PROVIDE THIS INFORMATION TO YOUR FINANCIAL INSTITUTION

KEY BANK
4910 TIEDEMAN RD
BROOKYLYN, OH 44144

ROUTING NUMBER   021052053
BANK ACCOUNT NUMBER   15812973

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

TXP	*	123456789	*	04708	*	211231	*	T	*	10000000	\
↑		↑		↑		↑		↑		↑	↑
Begin Record (Always use TXP)		Your 9-digit FEIN (no hyphens)		Tax Type Code (see below)		Tax Period (YYMMDD format)		Amount Type	Amount paying		End Record

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.

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Ohio Pass Through Entity

Tax Type Codes

04708 = PTE 4708 Return
04709 = PTE 4708 Estimate
04710 = PTE 4708 Amended Return

Tax Period

Use last day of taxable year
Example: 01/01/21 – 12/31/21
            Enter 211231

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	15	Numeric (9) Digits
6	Separator	1	*
7	Tax Type Code	5	Numeric (5) Digits
8	Separator	1	*
9	Tax Period (see above)	6	Numeric (6) digits YYMMDD
10	Separator	1	*
11	Amount Type Code	1	T
12	Separator	1	*
13	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