OHIO PUBLIC UTILITIES 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   87656877

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

**TXP   *   123456789   *   07000   *   220131   *   T   *   1550000   **

↑	↑	↑	↑	↑	↑	↑
Begin Record (Always use TXP)	8-Digit Account# <u>Plus 1</u>st digit in TIN# (no hyphen)	Tax Type Code (see below)	Last Day of Reporting Period (YYMMDD Format)	Amount Type (Always use T)	Payment Amount Example$15,500.00 (No commas or decimals)	End Record

Use " * " to separate each entry, and end with " \\ " . DO NOT USE SPACES OR DASHES IN YOUR FORMAT.

Please do not use your Federal ID Number

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 Public Utilities Excise Tax
Gas Tax Type Code: 07000
Water Tax Type Code: 07001

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	Last Day of Reporting Period	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