

OHIO SALES 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 44658207
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Payment information must be formatted as shown in this **sample record**:

<b>TXP</b>	*	<b>123456789</b>	*	<b>04200</b>	*	<b>220131</b>	*	<b>T</b>	*	<b>1000000</b>	\
↑		↑		↑		↑		↑		↑	↑
Begin Record (Always use TXP)		9 digit Account# Use Vendor License# <b>Plus 1<sup>st</sup> digit in TIN#</b> (no hyphens)		Tax Type Code (see below)		Tax Period End Date (YYMMDD format) Enter last day of reporting period		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 Sales Tax (ST-10, UST-1)

Tax Type Code 04200  
Account numbers begin with 01-91  
Tax due on the 23<sup>rd</sup> monthly

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	Ohio Vendor License Number	9	Numeric (9) Digits
6	Separator	1	*
7	Tax Type Code	5	Numeric (5) Digits
8	Separator	1	*
9	Tax Period End 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 of State’s Electronic Payment Department  
877-338-OHIO