OHIO SELLERS USE TAX ACH CREDIT METHOD ADDENDA RECORD FORMAT INSTRUCTIONS PLEASE PROVIDE THIS INFORMATION TO YOUR FINANCIAL INSTITUTION

KEY BANK
4910 TIEDEMAN RD
ROUTING NUMBER
021052053
BROOKYLYN, OH 44144
BANK ACCOUNT NUMBER 44658207

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

99XXXXXXX 04002 220131 10000000 **TXP** Т 9 digit Ohio Account# Tax Type Code Tax Period End Date Amount Type Payment Amount Begin Record **End Record** (Always use TXP) (no hyphens) (see below) (YYMMDD format) (Always use T) (No commas or Enter last day of decimals) reporting period

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 Sellers Use Tax (UST-1)

Tax Type Code 04002 Account number begins with 99 Tax due on the 23rd 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 Account 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	Т
12	Separator	1	*
13	Payment Amount	Variable	Numeric (always enter cents)
14	Segment Terminator	1	\