OHIO SEVERANCE 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   88274340

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

| TXP | * | 969000000 | * | 08000 | * | 220331 | * | T | * | 10000000 | \ |

↑	↑	↑	↑	↑	↑	↑
Begin Record (Always use TXP)	9-digit Severance Account# 8-digits **Plus** 1 digit Tin# (No hyphens)	Tax Type Code (see below)	Tax Period End Date (YYMMDD format)	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.

Severance Tax

Tax Type Code 08000

Quarterly Filer: 45 days after quarter end (Enter quarter end date as the Tax period end date)
Annual Filer: 45 days after calendar year end (Enter calendar year end date as the Tax period end date)

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	Severance 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	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