

## ACH Credit record format for Wage Tax remitted by payroll services

The following instructions are for payroll services that use ACH Credit to make Wage Tax payments.

The ACH TXP Addenda Record - Field 3 (the "7" Record) for ACH Credits should look like the following:

A	B	C	D	E	FG	H	I												
705	TXP	*	1234567	*	01	*	211231	*	T	*	0000000100	*	P	*	0	*	0000	*	\

TXP01 through TXP08 records are separated by asterisks and all are mandatory.

**TXP01 (A): Taxpayer ID field:** Your client must be registered with the City of Philadelphia Department of Revenue to make a Philadelphia ACH payment. The taxpayer ID field must be one of the following 3 options:

- 1) **Philadelphia Tax Account Number.** This is a 7 *or* 10-character number assigned to your client at the time of registration with the City of Philadelphia.
- 2) **Federal Employer Identification Number (FEIN):** To make payments under your client's FEIN enter the FEIN in this field and enter '1' in TXP09 (I) field
- 3) **Social Security Number (SSN):** To make payments for tax types registered under your client's SSN, enter the SSN in this field and enter '2' in TXP09 (I) field.

**TXP02 (B): Tax Type field:** This is a 2-character field, right justified. For Philadelphia Wage Tax, you would use "01".

**TXP03 (C): Tax Period End Date field:** This 6-character field is the end date of the year for which you are filing. The format for the date is YYMMDD. In the above example, the payment is for the 2021 tax year. This field will always be XX1231..., XX being the two-digit tax year.

**TXP04 (D): "T" field:** This denotes that the Tax paid field is to follow.

**TXP05 (E): Tax Paid field:** This is the total payment amount. It must be a 10-character field, right justified. In the above example, \$1.00 is being paid.

**TXP06 (F) "P" field:** This denotes the Penalty and Interest field is to follow.

**TXP07 (G): Penalty and Interest field:** This field should always be zero ("0"). If a value is entered in this field it will be totaled with the amount of the tax paid field and applied to your tax account in accordance with the City of Philadelphia Department of Revenue payment allocation rules.

**TXP08 (H): Period /Year field:** For wage tax this field should be omitted or in all 0s like in the above example.

**TXP09 (I): ID Type Indicator field:** Follow the rules below to determine the appropriate value for this field based on the value in the **TXP01 (A) field**

<b>If Value in TXP01 (A) is a:</b>	<b>Then Value in TXP09 (I) must be:</b>
Philadelphia Tax Account Number	Blank (Must include asterisk delimiter)
Federal Employer Identification Number (FEIN)	'1'
Social Security Number (SSN)	'2'

Failure to use the correct ID Type Indicator will result in the misapplication of your payment, assessment of interest and penalty and/or legal action.

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