

ACH Credit record format for taxpayers remitting Wage Tax

The following instructions are for taxpayer who use ACH Credit to make Wage Tax payments, and who are NOT payroll services.

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

A	B	C	D	E	F	G	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: You must be registered with the City of Philadelphia Department of Revenue in order to make a Philadelphia ACH payment. Please register online at www.phila.gov/revenue or call 215-686-6600 to set up your account or verify your information. 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 you at the time of registration with the City of Philadelphia.
- 2) **Federal Employer Identification Number (FEIN):** To make payments for tax types registered under your FEIN (ex: Wage), enter you FEIN in this field and enter '1' in TXP09 (I) field. This option is only available for payments of Wage, Business Income & Receipts, Net Profits Earnings, School Income, Beverage, Tobacco, or Liquor taxes. For all other taxes you **must** use the Philadelphia Tax Account Number.
- 3) **Social Security Number (SSN):** To make payments for tax types registered under your SSN (ex. School Income Tax), enter your SSN in this field and enter '2' in TXP09 (I) field. This option is only available for payments of Wage, Business Income & Receipts, Net Profits Earnings, School Income, Beverage, Tobacco, or Liquor taxes. For all other taxes you **must** use the Philadelphia Tax Account Number.

TXP02 (B): Tax Type field: This is a 2-character field, right justified. For Philadelphia Wage Tax, you would use "01". See page 14 of the manual for a list of other valid tax types.

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: Depending on the tax type you are paying the following rules apply:

For payments to Wage, Business Income & Receipts, Net Profits Earnings, School Income, Beverage, Tobacco, or Liquor taxes this field should be omitted or in all 0s like in the above example.

For payments to all other taxes this is the 4-character “period/year” that is found on your tax coupon. The first two characters are the tax period and the last two characters are the last two digits of the tax year. Please call the E-Gov Unit at (215) 686-6579, 6582, or 6539 for any questions pertaining to “period/year”. Failure to use the correct Period/Year will result in the misapplication of your payment, assessment of interest and penalty and/or legal action.

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**

If Value in TXP01 (A) is a:	Then Value in TXP09 (I) must be:
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.

Please contact a representative in the E-Gov Services Unit at (215) 686-6579, 6582, or 6539 if you have any questions on this format and when you are ready to send a \$1 test payment.