



ACH CREDIT PAYMENT INSTRUCTIONS

To initiate an ACH Credit business tax payment:

You must:

- Contact your bank to initiate an ACH Credit payment transaction.
- Require your bank to follow these ACH Credit Payment Instructions.
- Initiate your ACH Credit payments at least one day before the tax due date to be considered timely and avoid penalty and interest. Tax due dates are available at revenue.iowa.gov/filing-frequencies-and-return-due-dates

Your bank must:

- Send your ACH Credit payment to the following bank account:
 - Bank: Wells Fargo Bank of Iowa, N.A.
 - Routing number: 073000228
 - Account name: State of Iowa Tax Payments
 - Account number: 0007031934
 - Bank address: 666 Walnut St., Des Moines, IA 50309
- Include a variable length Addendum Record with each ACH Credit payment. The required format of the ACH Credit Addendum Record is shown on the following 3 pages.

You may:

- Request your bank to submit a \$0.01 Pre-Note transaction to ensure that your payments are being sent and received in the required format.
- Call our EFT toll-free helpline at 855-314-4692 to verify that the Pre-Note was received correctly.

Questions? Phone: 855-314-4692

Fax: 515-281-5830

Email: idreft@iowa.gov

REQUIRED ACH CREDIT ADDENDUM 7 RECORD FORMAT

Your bank must submit a variable ACH Credit addendum record in the format shown below in this specific order:

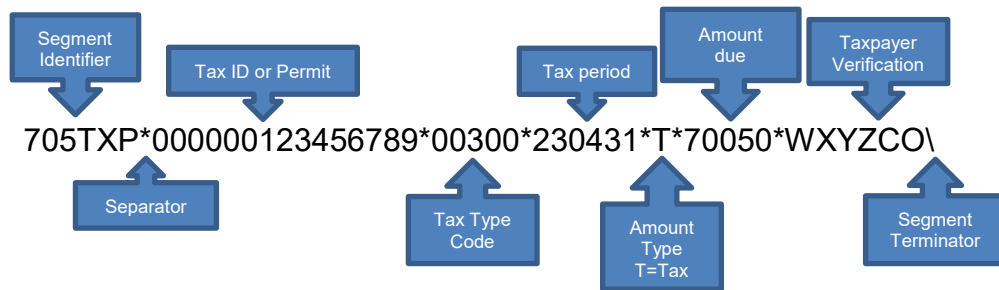
Please note: This format must be followed for your payment to apply correctly.

Segment Identifier:	TXP	3 alphanumeric	Start position 4
Separator:	*	1 character	
Taxpayer ID or permit:	xxxxxxxxxxxxxxxx	15 alphanumeric	
Separator:	*	1 character	
Tax Type Code:	xxxxx	5 alphanumeric	
Separator:	*	1 character	
Tax Period End Date:	YYMMDD	6 numeric date	
Separator:	*	1 character	
Amount Type Code:	T	1 alphanumeric	
Separator:	*	1 character	
Amount:	\$\$\$\$\$\$cc	2 to 10 numeric	Amount with cents
Separator:	*	1 character	
Taxpayer Verification:	xxxxxx	1 to 6 alphanumeric	Optional
Segment Terminator:	\	1 character	

79 character maximum

ACH CREDIT ADDENDUM RECORD FORMAT DEFINITIONS

Example of a tax payment layout for the ACH Credit addendum 7 record:



Segment Identifier:

- TXP identifies the transfer as a Tax payment.

Taxpayer ID: The number that identifies your business tax account. Your tax ID or your permit number (permit number is assigned by Iowa Department of Revenue) is used to submit returns and pay business tax to the state of Iowa. Do not include hyphens or empty spaces.

- **Composite tax:** You must use your registered Tax ID number in the ACH Credit Addendum Record. You must enter 6 zeroes in front of your 9-digit Tax ID Number in order to fill the 15-digit Taxpayer ID character field.
- **Corporation tax:** You must use your registered Corporate Tax ID number in the ACH Credit Addendum Record. You must enter 6 zeroes in front of your 9-digit Corporate Tax ID Number in order to fill the 15-digit Taxpayer ID character field.
- **Franchise tax:** You must use your registered Tax ID number in the ACH Credit Addendum Record. You must enter 6 zeroes in front of your 9-digit Tax ID Number in order to fill the 15-digit Taxpayer ID character field.
- **Motor Fuel tax:** You must use your registered Permit Number in the ACH Credit Addendum Record. You enter 6 zeroes in front of your 9-digit Permit Number in order to fill the 15-digit Taxpayer ID character field.
- **Partnership tax:** You must use your registered Tax ID number in the ACH Credit Addendum Record. You must enter 6 zeroes in front of your 9-digit Tax ID Number in order to fill the 15-digit Taxpayer ID character field.
- **S Corporation tax:** You must use your registered Tax ID number in the ACH Credit Addendum Record. You must enter 6 zeroes in front of your 9-digit Tax ID Number in order to fill the 15-digit Taxpayer ID character field.
- **Sales, Retailer's Use, Consumer's Use, Water Excise tax:** You must use your registered Permit Number in the ACH Credit Addendum Record. You enter 6 zeroes in front of your 9-digit Permit Number in order to fill the 15-digit Taxpayer ID character field.
- **Streamlined Sales tax:** You must use your registered streamlined sales permit in the ACH Credit Addendum Record. Enter zeroes in the front of your streamlined sales permit in order to fill the 15-digit Taxpayer ID character field.

- **Withholding tax:** Enter your Iowa Withholding Permit Number in the ACH Credit Addendum Record. The Department will accept both your existing 12-digit ID or your new 9-digit ID.
You must enter 3 zeros in front of your 12-digit Withholding Permit Number or enter 6 zeros in front of your 9-digit Withholding Permit Number in order to fill the 15- digit Taxpayer ID character field.

Tax Type Code: This is the type of tax you are paying. You will not receive credit for your payment if it is paid under the wrong tax code.

TAX Type Codes:

020CO	Composite Tax
022CR	Corporation Tax
022FR	Franchise Tax
00050	Motor Fuel Tax
022PR	Partnership
022SC	S Corporation Tax
00300	Sales, Retailer's Use, Consumer's Use, and Water Excise Tax
04040	Streamlined Sales Tax
00011	Withholding Tax

Tax Period End Date: This is the period for which the tax is being paid. Year, month, day

- Enter the date in this format: YYMMDD

Amount Type Code: T = Tax

Amount: These are 10-digit variable length fields. The amount entered should be the amount of your tax payment including cents. Do not use any dollar signs or decimals in the amount field. Enter a **\$100.00** in this format: **10000**

Taxpayer Verification: This is the first six letters of your company name.

EXAMPLES OF ACH CREDIT ADDENDUM RECORD FORMAT

Composite Tax payments with Tax ID# 12-3456789, tax payment of \$12,100.50 for 12/31/19 tax period with a Business name of WXYZ Company:

TXP*000000123456789*020CO*191231*T*1210050*WXYZCO\

Corporation Tax payments with Tax ID# 12-3456789, tax payment of \$12,100.50 for 12/31/19 tax period with a Business name of WXYZ Company:

TXP*000000123456789*022CR*191231*T*1210050*WXYZCO\

Franchise Tax payments with Tax ID# 12-3456789, tax payment of \$12,100.50 for 12/31/19 tax period with a Business name of WXYZ Company:

TXP*000000123456789*022FR*191231*T*1210050*WXYZCO\

Motor Fuel Tax payments with permit# 1-23-456789, tax payment of \$12,100.50 for 12/31/19 tax period with a Business name of WXYZ Company:

TXP*000000123456789*00050*191231*T*1210050*WXYZCO\

Partnership Tax payments with Tax ID# 12-3456789, tax payment of \$12,100.50 for 12/31/19 tax period with a Business name of WXYZ Company:

TXP*000000123456789*022PR*191231*T*1210050*WXYZCO\

S Corporation Tax payments with Tax ID# 12-3456789, tax payment of \$12,100.50 for 12/31/19 tax period with a Business name of WXYZ Company:

TXP*000000123456789*022SC*191231*T*1210050*WXYZCO\

Sales, Retailer's Use, Consumer's Use or Water Excise Tax payments with permit# 1-23-456789, tax payment of \$12,100.50 for 12/31/19 tax period with a Business name of WXYZ Company:

TXP*000000123456789*00300*191231*T*1210050*WXYZCO\

Streamlined Sales Tax payments with permit# S01234567, tax payment of \$12,100.50 for 12/31/19 tax period with a Business name of WXYZ Company:

TXP*000000S01234567*04040*191231*T*1210050*WXYZCO\

Withholding Tax payments with permit# 12-3456789001 with 12-digit ID, tax payment of \$12,100.50 for 12/31/19 tax period with a Business name of WXYZ Company:

TXP*000123456789001*00011*191231*T*1210050*WXYZCO\

Withholding Tax payments with permit# 3-33-333333 with 9-digit ID, tax payment of \$12,100.50 for 12/31/19 tax period with a Business name of WXYZ Company:

TXP*0000003333333333*00011*191231*T*1210050*WXYZCO\