

STATE OF ALABAMA
DEPARTMENT OF REVENUE



Alabama
Electronic Funds Transfer
Tax Payment Program



EFT
Program
Guide

ACH Credit Payment Method
Procedures and Guidelines

JUNE 2010

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Alabama

Electronic Funds Transfer (EFT)

Tax Payment Program

ACH Credit Payment Method

Executive Summary

Your company must be approved by the Alabama Department of Revenue (ADOR) to pay Alabama taxes through EFT using the Automated Clearing House (ACH) Credit Payment Method. This document provides the procedures for making those payments.

1. The EFT tax payments must be transferred to the State of Alabama's bank account no later than the first business day following the due date of the taxes. The following transit/routing number and bank account number must be used for the payments:
State's Bank Transit/Routing Number: 062001186
State's Bank Account Number: 082-6464-3
2. Your financial institution will initiate the ACH file containing the tax payment transactions.
3. To ensure proper identification of tax payments, your company is responsible for ensuring that the financial institution initiating the ACH payment file provides the correct information in the TXP Banking Convention Addenda Record of the payment transactions.
4. The TXP Banking Convention Addenda Record requires the following information:
Taxpayer ID
Tax Type Code
Tax Period End Date
Payment Type
Payment Amount
Confirmation Number (only for tax returns filed via the ADOR's Paperless Filing System – Please note this is a required step for Withholding Tax payments made using the ACH Credit Payment Method).
5. A more detailed explanation of the requirements of the Alabama EFT Tax Payment Program can be found in this document.
6. Tax returns must still be filed. Certain Taxes are required to be filed electronically through the ADOR's Paperless Filing and Payment System. Do not file a paper return for these taxes. For more information please visit the Departments website at: www.revenue.alabama.gov/salestax/efiling.html.

Note: Prior to making a Withholding Tax payment using the ACH Credit Method, an electronic return must first be submitted using the ADOR's Paperless Filing and Payment System. The confirmation number obtained when the return is submitted should be used in the addenda record of the ACH Credit payment. A paper return will not be accepted.

To assist taxpayers with filing returns or period ending questions, the taxpayer can call

1-800-322-4106	Option 2	Sales & Use Tax Division
	Option 3	Withholding Tax Division
	Option 4	Business Privilege Tax Division
	Option 5	Corporate Tax Division
	Option 6	Individual Income Tax Division

To assist taxpayers with payment questions the taxpayer can call

1-800-322-4016	Option 7	EFT Unit
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Returns not required to be filed electronically may be mailed to:

Alabama Department of Revenue

EFT Unit

P.O. Box 327950

Montgomery, AL 36132-7950

Introduction

Your company is registered as a participant of the Alabama Electronic Funds Transfer (EFT) Tax Payment Program and is notice that your company must use the Automated Clearing House (ACH) Credit Payment Method. Please note that an ACH Credit payment is not the same as a FedWire transfer, and FedWire is not an authorized payment method under the Alabama EFT Tax Payment Program.

Scope of the Program Guide

Because taxpayers approved for the ACH Credit Payment Method are experienced with the method, this program guide is not intended to be a complete explanation of the rules and regulations of the National Automated Clearing House Association (NACHA); rather it is intended to cover only the specific requirements of the Alabama Department of Revenue concerning certain records and fields of ACH files. A complete set of rules and regulations for the Automated Clearing House Network is available from:

National Automated Clearing House Association

607 Herndon Parkway, Suite 200

Herndon, VA 20170

(703) 742-9190

Right to Revoke ACH Payment Privilege:

Section 41-1-20, **Code of Alabama 1975**, makes provisions for the Department to establish remittance requirements, payment procedures and the applicability of Electronic Funds Transfers to the taxes administered by the Department. Revenue Ruling 810-13-1-.11 allows the Department to revoke your company's ACH Credit method privilege of any taxpayer for the following reasons:

- (a) Failure to transmit consistently error-free payments;
- (b) Substantial variation from the requirements and specifications of the rules of the Alabama EFT Tax Payment Program;
- (c) Failure to make timely EFT payments or to provide timely payment information; or,
- (d) Failure to provide the addenda record, required by the Alabama EFT Tax Payment Program, with EFT payment.

Assistance Available from the EFT Unit

Should you still have questions concerning the ACH Credit Payment Method after having read this booklet, please call toll-free the Alabama Department of Revenue EFT Unit at 1-800-322-4106, option 7.

Electronic Funds Transfer (EFT) Tax Payment Requirements

Act No. 2006-552, specifies that for each occasion a business taxpayer is obligated to make a tax payment of \$750 or more to the Alabama Department of Revenue (ADOR), after October 1, 2006, such payment must be remitted electronically through an electronic funds transfer (EFT) method.

Who is required to participate in the EFT Tax Payment Program?

Taxpayers who make individual tax payments which exceed those threshold amounts as defined in Act No. 2006-552 are required to make their payments in accordance with the rules of the Alabama Electronic Funds Transfer Tax Payment Program.

Tax returns must still be filed when making EFT payments. Certain Taxes are required to be filed electronically through the ADOR's Paperless Filing and Payment System. Do not file a paper return for these taxes. For more information please visit the Departments website at: www.revenue.alabama.gov/salestax/efiling.html.

Note: Prior to making a Withholding Tax payment under Act No. 2006-552 using the ACH Credit Method, an electronic return must first be submitted using the ADOR's Paperless Filing and Payment System. The confirmation number obtained when the return is submitted should be used in the addenda record of the ACH Credit payment. A paper return will not be accepted.

Taxpayer Responsibility

Timeliness of Payments

Taxpayers granted the authority to use the ACH Credit payment method are responsible for coordinating with their financial institutions to ensure that ACH Credit payments are timely and properly initiated.

The impact of prescribed ACH time frames and nightly cycles as well as the impact of weekends and holidays must be considered. A timely ACH Credit transaction will be initiated and posted as immediately available funds (collected funds) to the State of Alabama's bank account no later than the following business day after the payment due date. To assure the timely receipt of payment for a tax type, a taxpayer must ensure that the financial institution originating the transaction does so in sufficient time for the payment to be deposited as immediately available funds (collected funds) to the State of Alabama's bank account no later than the following business day after the payment due date.

If the taxpayer elects to use the ACH Credit payment method, the taxpayer is responsible for ensuring that the bank originating the transaction has the information necessary for timely completion of the transaction.

Special Attention for Holidays and Weekends

If a tax payment due date falls on a Saturday, Sunday, Alabama ACH Association holiday, or Alabama legal bank holiday, payment by EFT is required so the payment settles (is credited to the State of Alabama's bank account) on the first business day after the due date of the payment.

If the date on which the taxpayer is required to initiate an ACH Credit transaction falls on a Saturday, Sunday, or a business or banking holiday, the taxpayer must initiate the transaction on the preceding business day.

Compliance with Procedures

It is the intent of the Alabama Revenue Department to examine each taxpayer's compliance with the requirements of the ACH Credit payment method. The Department may, in its discretion, revoke a taxpayer's ACH Credit payment status if the taxpayer repeatedly fails to correctly complete the payment transactions in accordance with the required procedures. The taxpayer will be required to make future payments utilizing the ACH Debit payment method.

Tax Return Filing Requirements

The requirement to make a payment to the Alabama Revenue Department using the EFT Tax Payment Program does not change any current filing requirements for tax returns. TAX RETURNS MUST STILL BE TIMELY FILED.

Note: Prior to making a Withholding Tax payment using the ACH Credit Method, an electronic return must first be submitted using the ADOR's Paperless Filing and Payment System. The confirmation number obtained when the return is submitted should be used in the addenda record of the ACH Credit payment. A paper return will not be accepted.

Electronic Filing of Certain Taxes

Certain business taxes are required to be electronically filed through the Department's Paperless Filing and Payment System, either through the website at <http://www.revenue.alabama.gov/efiling.htm> or telephone by calling toll free 1-800-828-1727. The payment for these taxes can be made electronically at the time the return is submitted. See Rule 810-1-6-.12 Taxes Required to be Filed Electronically for a listing of these taxes.

Penalties

If the EFT payment is not timely made or if the required tax return is not filed by the due date, the provisions for late payment penalties, late filing penalties, interest, and loss of applicable discount shall apply under the provisions of the appropriate revenue laws of the Code of Alabama 1975, as amended.

Proof of Payment

When a taxpayer uses the ACH Credit payment method, the taxpayer's bank is the originating bank, and the taxpayer is primarily responsible for the accuracy and proper completion of the transaction. In order to prove timely compliance, the taxpayer must show timely initiation of the transaction, provide the correct information for the NACHA CCD+ entry and the required TXP Banking Convention Addenda Record, show that there were sufficient funds in the account, and show that the financial institution properly completed the transaction in a timely manner. If the taxpayer can make this showing, then no penalties shall apply with respect to the payment if the transaction was not properly completed.

ACH Credit Payment Method – Sequence of Events

After having registered to make tax payments using the ACH Credit Payment Method, the sequence of events in making the payments will be as follows:

1. The taxpayer must either submit a prenote transaction or submit a \$1.00 test transaction. Should there be any format errors in the transaction, the taxpayer will be notified of the error.
2. The taxpayer will determine the total amount of tax due with respect to the tax for which the payment is being made.
3. The person initiating the credit transaction should ensure the timely filing of the tax return.
4. At a time arranged between the taxpayer and the taxpayer's financial institution, which must be on some day before the due date of the payment, the taxpayer will provide the financial institution with the information necessary to initiate a timely ACH Credit transaction utilizing the National Automated Clearing House Association (NACHA) CCD+ entry and the TXP Banking Convention Addenda Record. In some cases the taxpayer may actually create the ACH file and submit it to a financial institution for submission to the ACH Network. Additional information concerning the TXP Banking Convention Addenda Record required by the State of Alabama can be found in the section entitled Alabama Requirements for the TXP Addenda Record.
5. On the business day following the initialization of the transaction the payment amount authorized by the taxpayer and initiated by the taxpayer's financial institution will be transferred from the taxpayer's bank account to the State of Alabama's bank account.
6. The State of Alabama's bank will provide the information in the ACH file and in the TXP Addenda Record to the Alabama Revenue Department for the payments to be credited to the taxpayer's account.

– IMPORTANT –

Taxpayers who use the ACH Credit payment method will still be required to timely file tax returns. The EFT tax payment requirement has made no changes to the filing due dates of any tax returns.

Certain Taxes are required to be filed electronically through the ADOR's Paperless Filing and Payment System. Do not file a paper return for these taxes. For more information please visit the Departments website at: www.revenue.alabama.gov/salestax/efiling.html.

Note: Prior to making a Withholding Tax payment using the ACH Credit Method, an electronic return must first be submitted using the ADOR's Paperless Filing and

Payment System. The confirmation number obtained when the return is submitted should be used in the addenda record of the ACH Credit payment. A paper return will not be accepted.

Returns not required to be filed electronically may be mailed to:

**Alabama Department of Revenue
EFT Unit
P.O. Box 327950
Montgomery, AL 36132-7950**

Alabama's Transit / Routing and Bank Account Number

When the Entry Detail Record of the ACH Credit NACHA CCD+ file is created, the following information must be used in the record to identify the bank and bank account used by the Alabama Department of Revenue for EFT tax payments.

Bank Transit/Routing Number: 062001186

Compass Bank
P.O. Box 10566
701 32nd Street
Birmingham, AL 35296
1 -800-239-2265

Bank Account Number: 082-6464-3
Bank Account Title: State of Alabama
Revenue EFT Account

Alabama Requirements for the TXP Addenda Record

The TXP Banking Convention Addenda Record consists of six major components:

- Taxpayer ID
- TXP Code (See Appendix I)
- Tax Period End Date
- Payment Type
- Amount of Payment
- Confirmation Number (only for tax returns filed via the ADOR's Paperless Filing System – Please note this is a required step for Withholding Tax payments made using the ACH Credit Payment Method).

Record formats are provided on the following pages, and each major component is explained. Failure to provide the proper and correct information in the TXP Addenda Record will prevent the Alabama Revenue Department from properly crediting the taxpayer with the payment. Submission of \$1.00 test transactions is strongly recommended. Please call the EFT Unit at 1-800-322-4106 to coordinate test transactions.

Taxpayer ID

The Taxpayer ID is a twelve (12) character alphanumeric field made up of the 2-character tax code which identifies the tax being paid and the ten (10) character tax account number. Valid tax codes are listed in Appendix I.

Since the Taxpayer ID field must always be 12 characters, it may be necessary to fill the area in the field between the tax code and the account number with zeroes as shown in Examples 1 and 2 below.

EXAMPLE 1: Account Number – 123456
Re: Income Withholding 2-character tax code – IW
 Taxpayer ID Field – IW0000123456

Also, certain account numbers have spaces as valid characters. The spaces must be properly reflected in the Taxpayer ID Field, as shown below:

EXAMPLE 2: Account Number – 37CU 12345
Re: Consumer Use/Sales 2-character tax code – CU
 Taxpayer ID Field – CU37CU 12345

TXP Code

Valid TXP Codes are listed in Appendix I. Should you have any questions identifying an appropriate TXP Code, please call the EFT Unit toll free at 1-800-322-4106.

Tax Period End Date

The Tax Period End Date field is a six (6) digit numeric field in the order of YYM-MDD. This field must indicate the last day of the period covered by the related tax return. This is not the due date of the tax!!

Determining the Tax Period End Date for most tax returns will be rather easy. For example, the Tax Period End Date for a January 2005 Sales Tax Return would be 050131. A Franchise Tax annual return reporting for the calendar year 1995 would have a Tax Period End Date of 961231.

Amount Type

The Amount Type field is a one (1) character alphanumeric field. Presently the letter "T" is used for tax payments, and the letter "Z" is used for zero payments. See the section entitled Zero Payments.

Amount

The Amount field is a ten (10) digit numeric field including the cents. For example, the amount \$1,234,567.89 would be populated in the field as 123456789.

To ensure proper credit for the EFT payment extreme care must be exercised in providing the correct information in the TXP Addenda Record.

EFFECTIVE SEPTEMBER 18, 2009

RE: IAT TAX PAYMENTS

Effective September 18, 2009, new requirements for sending in IAT payments (payments funded from banks outside the territorial jurisdiction of the US) have been established. OFAC now requires any IAT to have additional information in the addenda. The following are the addendum's requirements.

TXP Banking Convention Addenda Record Format

	FIELD NAME (Data Elements & Separators)	FIELD SIZE	POSITION		CONTENTS
			Start	End	
	Record Type Code	01	01	01	7
	Addenda Type Code	02	02	03	05
	Segment Identifier	03	04	06	TXP
	Separator	01	07	07	*
	Taxpayer ID:				
	Tax Code	02	08	09	Tax Code
	Taxpayer Account Number	10	10	19	Taxpayer Account Number
	Separator	01	20	20	*
FREEFORM AREA	Tax Code	05	21	25	TXP Code
	Separator	01	26	26	*
	Tax Period End Date	06	27	32	YYMMDD (numeric)
	Separator	01	33	33	*
	Amount Type	01	34	34	T for Tax, Z for Zero
	Separator	01	35	35	*
	Amount	10	36	45	\$\$\$\$\$\$\$ <i>cc</i>
	Separator	01	46	46	*
	Filler	18	47	64	Spaces
	Separator	01	65	65	*
	Confirmation Number	11	66	76	See Explanation Below
	Terminator	01	77	77	\
	Filler	06	78	83	Spaces
Special Addenda Sequence Number	04	84	87	Refer to ACH Rules (numeric)	
Entry Detail Sequence Number	07	88	94	Refer to ACH Rules (numeric)	

FIRST ADDENDA RECORD FOR IAT RETURN ENTRIES

FIELD	1	2	3	4	5	6	7	8
DATA ELEMENT NAME	RECORD TYPE CODE	ADDENDA TYPE CODE	TRANSACTION TYPE CODE	FOREIGN PAYMENT AMOUNT	FOREIGN TRACE NUMBER	RECEIVING COMPANY NAME/ INDIVIDUAL NAME	RESERVED	ENTRY DETAIL SEQUENCE NUMBER
Field Inclusion Requirement	M	M	R	R	O	M	N/A	M
Contents	'7'	'10'	Alphameric	\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$	Alphameric	Alphameric	Blank	Numeric ¹
Length	1	2	3	18	22	35	6	7
Position	01-01	02-03	04-06	07-24	25-46	47-81	82-87	88-94

NOTE: For IAT Return Entries, each field of the 1st Addenda Record remains unchanged from the original 1st Addenda Record, unless otherwise noted.

¹Changed to reflect the Entry Detail Sequence Number associated with the trace number assigned by the institution preparing the Automated Return Entry.

SECOND ADDENDA RECORD FOR IAT RETURN ENTRIES

FIELD	1	2	3	4	5	6
DATA ELEMENT NAME	RECORD TYPE CODE	ADDENDA TYPE CODE	ORIGINATOR NAME	ORIGINATOR STREET ADDRESS	RESERVED	ENTRY DETAIL SEQUENCE NUMBER
Field Inclusion Requirement	M	M	M	M	N/A	M
Contents	'7'	'11'	Alphameric	Alphameric	Blank	Numeric ¹
Length	1	2	35	35	14	7
Position	01-01	02-03	04-38	39-73	74-87	88-94

NOTE: For IAT Return Entries, each field of the 2nd Addenda Record remains unchanged from the original 2nd Addenda Record, unless otherwise noted.

¹Changed to reflect the Entry Detail Sequence Number associated with the trace number assigned by the institution preparing the Automated Return Entry.

THIRD ADDENDA RECORD FOR IAT RETURN ENTRIES

FIELD	1	2	3	4	5	6
DATA ELEMENT NAME	RECORD TYPE CODE	ADDENDA TYPE CODE	ORIGINATOR CITY & STATE/PROVINCE	ORIGINATOR COUNTRY & POSTAL CODE	RESERVED	ENTRY DETAIL SEQUENCE NUMBER
Field Inclusion Requirement	M	M	M	M	N/A	M
Contents	'7'	'12'	Alphameric	Alphameric	Blank	Numeric ¹
Length	1	2	35	35	14	7
Position	01-01	02-03	04-38	39-73	74-87	88-94

NOTE: For IAT Return Entries, each field of the 3rd Addenda Record remains unchanged from the original 3rd Addenda Record, unless otherwise noted.

¹Changed to reflect the Entry Detail Sequence Number associated with the trace number assigned by the institution preparing the Automated Return Entry.

FOURTH ADDENDA RECORD FOR IAT RETURN ENTRIES

FIELD	1	2	3	4	5	6	7	8
DATA ELEMENT NAME	RECORD TYPE CODE	ADDENDA TYPE CODE	ORIGINATING DFI NAME	ORIGINATING DFI IDENTIFICATION NO. QUALIFIER	ORIGINATING DFI IDENTIFICATION	ORIGINATING DFI BRANCH COUNTRY CODE	RESERVED	ENTRY DETAIL SEQUENCE NUMBER
Field Inclusion Requirement	M	M	M	M	M	M	N/A	M
Contents	'7'	'13'	Alphameric	Alphameric	Alphameric	Alphameric	Blank	Numeric ¹
Length	1	2	35	2	34	3	10	7
Position	01-01	02-03	04-38	39-40	41-74	75-77	78-87	88-94

NOTE: For IAT Return Entries, each field of the 4th Addenda Record remains unchanged from the original 4th Addenda Record, unless otherwise noted.

¹Changed to reflect the Entry Detail Sequence Number associated with the trace number assigned by the institution preparing the Automated Return Entry.

FIFTH ADDENDA RECORD FOR IAT RETURN ENTRIES

FIELD	1	2	3	4	5	6	7	8
DATA ELEMENT NAME	RECORD TYPE CODE	ADDENDA TYPE CODE	RECEIVING DFI NAME	RECEIVING DFI IDENTIFICATION NO. QUALIFIER	RECEIVING DFI IDENTIFICATION	RECEIVING DFI BRANCH COUNTRY CODE	RESERVED	ENTRY DETAIL SEQUENCE NUMBER
Field Inclusion Requirement	M	M	M	M	M	M	N/A	M
Contents	'7'	'14'	Alphameric	Alphameric	Alphameric	Alphameric	Blank	Numeric ¹
Length	1	2	35	2	34	3	10	7
Position	01-01	02-03	04-38	39-40	41-74	75-77	78-87	88-94

NOTE: For IAT Return Entries, each field of the 5th Addenda Record remains unchanged from the original 5th Addenda Record, unless otherwise noted.

¹Changed to reflect the Entry Detail Sequence Number associated with the trace number assigned by the institution preparing the Automated Return Entry.

SIXTH ADDENDA RECORD FOR IAT RETURN ENTRIES

FIELD	1	2	3	4	5	6
DATA ELEMENT NAME	RECORD TYPE CODE	ADDENDA TYPE CODE	RECEIVER IDENTIFICATION NUMBER	RECEIVER STREET ADDRESS	RESERVED	ENTRY DETAIL SEQUENCE NUMBER
Field Inclusion Requirement	M	M	O	M	N/A	M
Contents	'7'	'15'	Alphameric	Alphameric	Blank	Numeric ¹
Length	1	2	15	35	34	7
Position	01-01	02-03	04-18	19-53	54-87	88-94

NOTE: For IAT Return Entries, each field of the 6th Addenda Record remains unchanged from the original 6th Addenda Record, unless otherwise noted.

¹Changed to reflect the Entry Detail Sequence Number associated with the trace number assigned by the institution preparing the Automated Return Entry.

SEVENTH ADDENDA RECORD FOR IAT RETURN ENTRIES

FIELD	1	2	3	4	5	6
DATA ELEMENT NAME	RECORD TYPE CODE	ADDENDA TYPE CODE	RECEIVER CITY & STATE/PROVINCE	RECEIVER COUNTRY & POSTAL CODE	RESERVED	ENTRY DETAIL SEQUENCE NUMBER
<i>Field Inclusion Requirement</i>	M	M	M	M	N/A	M
<i>Contents</i>	'7'	'16'	Alphameric	Alphameric	Blank	Numeric ¹
<i>Length</i>	1	2	35	35	14	7
<i>Position</i>	01-01	02-03	04-38	39-73	74-87	88-94

NOTE: For IAT Return Entries, each field of the 7th Addenda Record remains unchanged from the original 7th Addenda Record, unless otherwise noted.

¹Changed to reflect the Entry Detail Sequence Number associated with the trace number assigned by the institution preparing the Automated Return Entry.

Confirmation Number

This number is provided to the taxpayer when the online return is submitted, which should appear on the return as shown below. If a taxpayer is not required to file the return electronically, populate the Confirmation Number field with the letter N followed by 10 zeros.

Note: Withholding Tax payments initiated using the ACH Credit Method require a timely filed electronic return to be submitted using the ADOR's Paperless Filing and Payment System prior to making the payment. The confirmation number obtained when the return is submitted should be used in the addenda record of the ACH Credit payment.

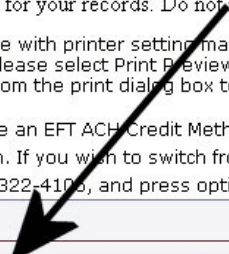
Confirmation

Please print this page for your records. Do not mail this return to the ADOR.

This page has been created to print in whole with printer setting margins of 0.50. If you are unsure of your printer settings, please select Print Preview or Page Setup to view/change the margin or select the Landscape Page Orientation from the print dialog box to ensure that all of the information on this page will fit on the paper.

Notice to Filer: Our records indicate you are an EFT ACH Credit Method payer. You must initiate the payment for this transaction through your banking institution. If you wish to switch from ACH Credit Method to ACH Debit Method or Pay by Check, please call our EFT unit at 1-800-322-4100, and press option 7.

Filing Confirmation Information	
Confirmation Number: N0500202020	Filing Date and Time: 7/14/2005 2:44:53 PM
Sales Tax Return Information	



Alabama Recommendations for the Company Batch Header Record

Periodically, due to error or software problems, the entire TXP Addenda Record may not be received by the Alabama Department of Revenue. If that occurs, it may not be possible to identify the taxpayer making the payment. To assist in resolving these error conditions, please provide the following information in the Company Batch Header Record.

Field Name	Recommended Contents
Company Name	Please enter the first sixteen (16) characters of the taxpayer name.
Company Identification	Please enter the number "1" plus the Federal Employer Identification Number of the taxpayer.
Company Entry Description	Please enter "TAXPAYMENT".

See NACHA's annual ACH Rules: A Complete Guide to Rules & Regulations Governing the ACH Network for a more complete description of the Company Batch Header Record.

Alabama Recommendations for the Entry Detail Record

Periodically, due to error or software problems, the entire TXP Addenda Record may not be received by the Alabama Department of Revenue. If that occurs it may not be possible to identify the taxpayer making the payment. To assist in resolving these error conditions, please provide the following information in the Entry Detail Record.

Field Name	Recommended Contents
Individual Identification Number:	Please enter the same Taxpayer Identification Number provided in the TXP Addenda Record right justified, zero filled. See Alabama Requirements for the TXP Addenda Record for an explanation of the Taxpayer Identification Number.
Individual Name:	Please enter the first twenty-two (22) characters of the taxpayer name.

See NACHA's annual ACH Rules: A Complete Guide to Rules & Regulations Governing the ACH Network for a more complete description of the Entry Detail Record.

Requirement for Filing Returns

The requirement to use EFT to make tax payments does not change any current filing requirements for tax returns. If the EFT payment is not timely made or the required tax return is not filed by the due date, the provisions for late payment penalties, late filing penalties, interest, and loss of applicable discount shall apply under the provisions of the appropriate revenue laws of the **Code of Alabama 1975**, as amended, unless otherwise provided in the rules for the Alabama EFT Tax Payment Program.

Certain Taxes are required to be filed electronically through the ADOR's Paperless Filing and Payment System. Do not file a paper return for these taxes. For more information please visit the Departments website at: www.revenue.alabama.gov/salestax/efiling.html.

Note: Prior to making a Withholding Tax payment using the ACH Credit Method, an electronic return must first be submitted using the ADOR's Paperless Filing and Payment System. The confirmation number obtained when the return is submitted should be used in the addenda record of the ACH Credit payment. A paper return will not be accepted.

Returns for which EFT payments are made must be mailed to the following address:

**Alabama Department of Revenue
EFT Unit
P.O. Box 327950
Montgomery, AL 36132-7950**

Penalties for Noncompliance

The provisions of **Code of Alabama 1975**, as amended, shall govern the administration of any tax, interest, or penalty assessed due to late EFT payments except as provided in the rules for the Alabama EFT Tax Payment Program.

No specific additional penalty provisions are provided concerning compliance with the EFT tax payment requirement. Rather, the general provisions for all taxpayers apply. To avoid the imposition of penalties, timely filing of the tax return along with timely payment in accordance with the provisions of **Code of Alabama 1975**, as amended, and the provisions of the rules for the Alabama EFT Tax Payment Program is required.

Failure of a taxpayer to respond to the notification from the Department concerning the required use of EFT to make payments for a tax, or failure to make EFT payments in accordance with the rules established for the Alabama EFT Tax Payment Program in a timely or proper manner shall subject the taxpayer to applicable penalty, interest, and loss of discount as provided by the **Code of Alabama 1975**, as amended, for delinquent or deficient tax payments.

If payment is made for a tax for which a taxpayer was selected to make payments using EFT and the payment is made in a method not in accordance with the stated procedures for the Alabama EFT Tax Payment Program, a delinquent payment penalty for that tax as specified in the **Code of Alabama 1975**, as amended, may be assessed. In addition to any penalty which may be imposed, interest shall be added to the amount of tax due from the due date of the tax payment to the date that the funds become available to the State Treasury.

Penalties may be waived when the circumstances causing delinquency are beyond the control of the taxpayer. Errors made by the Data Collection Center, the State Treasury, or the Alabama Department of Revenue resulting in a late payment by the taxpayer shall not subject the taxpayer to late payment penalties, interest, or loss of applicable discount.

A taxpayer required to make EFT payments who is unable to make a timely payment because of system failures beyond the taxpayer's control within the Automated Clearing House System shall not be subject to penalty or interest for late payment or loss of applicable discount.

Note: Prior to making a Withholding Tax payment using the ACH Credit Method, an electronic return must first be submitted using the ADOR's Paperless Filing and Payment System. The confirmation number obtained when the return is submitted should be used in the addenda record of the ACH Credit payment. A paper return will not be accepted.

Failure to timely file an electronic return when a Withholding Tax payment is made using the ACH Credit Method will result in a failure to timely file penalty. Paper returns will not be accepted as a substitute.

Voluntary Participation in the EFT Tax Payment Program

Taxpayers making a voluntary election to make EFT payments for a tax are subject to the same rules of the Alabama EFT Tax Payment Program as taxpayers required to make EFT payments.

Correcting Erroneous EFT Payments

Errors in the EFT payment process will result in either an underpayment or an overpayment of the tax. In either case, the taxpayer must promptly contact the EFT Unit at 1-800-322-4106 to arrange for appropriate action. If the taxpayer error involves an overpayment of tax, the taxpayer may either elect to have the overpayment applied against the liability for the next reporting period or may petition for a refund under the provisions of the applicable tax statute. The Department will make every effort to expedite a refund requested by the taxpayer to correct an EFT payment error.

Underpayments must be corrected by the taxpayer immediately to mitigate any penalties. If the taxpayer error involves an underpayment of tax, the taxpayer must contact the EFT Unit to make appropriate arrangements to initiate payment for the amount of the underpayment.

Except as provided for in the rules for the Alabama EFT Tax Payment Program, failure of a taxpayer to make a timely EFT payment because of circumstances under the taxpayer's control including, but not limited to, insufficiency of funds in the taxpayer's account or a direct payment to the Alabama Revenue Department using an unauthorized payment method may result in penalty, interest, and loss of applicable discount.

NOTE:

Call the EFT Unit **whenever** a payment error is detected!

Holidays and Weekends

If a payment due date falls on a legal holiday or weekend, the tax payment must be made so the funds are immediately available on the first business day after the tax payment due date. Timely payments are based on the settlement date (the date on which the State of Alabama's bank account is credited).

If your financial institution is closed on a day that you wish to initiate your transfer, you must contact them one day prior to the observed holiday. (Financial institution holidays in your area may vary from the attached holiday schedules.)

Please consider the following holiday schedules to determine when you must initiate an ACH transaction for timely settlement on a tax due date.

Legal Holidays

Legal Holidays – Alabama ACH Association.

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans' Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas	December 25

Legal Holidays – Alabama Banks.

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Thanksgiving Day	4th Thursday in November
Christmas	December 25

Legal Holidays – Alabama State Offices.

The Alabama Department of Revenue is closed for the following holidays, and assistance will not be available from the EFT Unit.

New Year's Day	January 1
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Confederate Memorial Day	4th Monday in April
National Memorial Day	Last Monday in May
Jefferson Davis' Birthday	1st Monday in June
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans' Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas	December 25

When holidays fall on a Saturday, the preceding day may be observed.

When holidays fall on a Sunday, the following Monday may be observed. Often times the day after Thanksgiving is declared a holiday.

Taxes Covered by the Alabama EFT Tax Payment Program

Payments for the following taxes will be subject to the Alabama EFT Tax Payment Program:

- Alabama Nursing Facility Privilege Tax*
- Alabama Pharmaceutical Services Tax*
- Business Privilege Tax
- Cellular Telecommunication Services Tax*
- Coal Severance Tax (State and Local)
- Contractor's Gross Receipts Tax*
- Corporate Income Tax
- Corporate Shareholders Income Tax
- Financial Institutions Excise Tax
- Forest Products Severance Tax (State and Local)
- Freight Line Equipment Companies' Tax
- Gasoline Tax (State and Local)
- Gasoline Tax (Aviation)
- Hazardous Waste Fee
- Hydro-Electric KWH Tax
- Income Tax Withholding Payments*
- International Fuel Tax Agreement
- Local Solid Mineral
- Lodgings Tax (State and Local)*
- Lubricating Oils Tax
- Motor Carrier Fuel Tax
- Motor Carrier Mileage Tax
- Motor Fuels (Diesel) Tax (State and Local)
- Oil and Gas Privilege Tax
- Oil and Gas Production Tax
- Oil and Gas Severance Taxes (Local)
- Pari-Mutuel Pool Tax
- Playing Cards Tax
- Registration of Securities
- Rental or Leasing of Personal Property Tax (State and Local)*
- Sales Tax (State and Local)*
- Solid Waste Fee
- Tobacco Tax (State and Local)
- T.V.A. Electric Payments
- Under/Above Ground Storage Tank
- Use Tax (State and Local)*
- Utility Excise Tax*
- Utility Gross Receipts Tax*
- Utility License Tax (2.2%)
- Wholesale Oil License Payments

Appendix I is a listing of the Tax Code and the TXP Code to be used for these taxes.

*You must include the Confirmation Number in the addenda record for these payments when the return is filed electronically through the ADOR's Paperless Filing System.

Zero Payments

WHAT MUST BE DONE IF A "0" AMOUNT IS DUE? The taxpayer must submit a zero dollar transaction in accordance with NACHA standards with the appropriate addenda information.

ACH standards went into effect on April 3, 1992, to allow the processing of ACH payment transactions with zero payment amounts.

When the respective return is filed, the return must be boldly identified as an EFT return and mailed to the EFT Unit. This will expedite the processing of the return and will ensure the proper recording of EFT payment information. If you or your bank have any questions concerning this procedure, please call the EFT Unit at 1-800-322-4106.

NOTE: Certain taxes are required to be filed electronically through the ADOR's Paperless Filing System.

Proof of Payment

The Department will credit the taxpayer with the amount paid as of the date the payment is received by the State of Alabama's bank account.

Since an ACH Credit transaction is initiated by the taxpayer, the taxpayer has responsibility for the proper and timely completion of the transaction. The taxpayer generally will be given an ACH trace number by the bank originating the transaction. This trace number, along with proof of the NACHA CCD+ entry which includes the State of Alabama's bank routing and transit number and bank account number, plus any additional evidence such as bank statements substantiating that the transaction has been settled will constitute proof of payment.

Web Site

*www.revenue.alabama.gov/eft/eftindex.html for EFT information.

*www.revenue.alabama.gov/efiling.htm for the Electronic Filing & Payment System.

*www.revenue.alabama.gov/salestax/efiling.html for Sales Tax Questions.

*www.revenue.alabama.gov/withholding/efiling.html for Withholding Tax Questions.

Appendix I

Alabama EFT Tax Payment Program Tax Codes and TXP Codes

Fed/State Code	Tax Description	Form Type	Tax Code	TXP Code
0100	Cellular Telecommunications	2240	CL	04620
0101	Coal Severance Tax-State	CST1	NC	08510
0102	Contractors' Gross Receipts Tax	2510	CR	04630
0103	Telephone Gross Receipt Tax	FT58	TP	04693
0104	Business Privilege Tax Return	PSA	PS	07770
	Business Privilege Tax Extension	PSE	PS	07771
	Business Privilege Tax Return	CPT	PS	07775
	Business Privilege Pass Thru Entity	PPT	PS	07777
0105	Est. Cellular Tax	CTS1	EC	04621
0106	Fin. Inst. Excise Tax	ET-1	ET	03200
	Fin. Inst. Excise Tax Extension	ET-8	ET	03210
	Fin. Excise Tax- Consolidated Filing Fee	ET-C	ET	03220
0107	Forest Products Severance Tax	FPS1	NF	08010
	Forest Products Severance Tax	FPS3	NF	08011
	Forest Products Severance Tax	FPS4	NF	08012
0108	Freight Line R.R. Tax	FL	FL	11000
0109	Gasoline Tax (Inventory Basis)	GA-1	NG	05110
	Gasoline Tax (Receipts Basis)	GA-1R	NG	05111
0110	Gasoline (Aviation & Jet Fuel)	AVFL	NA	05410
0111	Gas & Fuel Tax (County)	MFCO	CG	05700
	Cullman County Gasoline	CUL	CG	05710
0112	Hazardous Waste Fee	HWS1	HW	09000
0113	Horse Wagering Fee	HWF	NH	20040
0114	Hydro Electric KWH Tax	FT24	HE	04690
0115	Income Tax - Corporate Estimate	20CD	IC	02120
	Income Tax - Corporate Extension	20E	IC	02320
	Income Tax - Corporate Sub S	20S	IC	02222
	Income Tax - Corporate	20-C	IC	02226
0116	Income Tax - Withholding Annual Return	A-3	IW	01103
	Income Tax - Withholding Quarterly Return	A-1	IW	01101
	Income Tax - Withholding Monthly Return	A-6	IW	01106
	Individual Income Tax Amended	40V	II	01005
	Individual Income Tax Return	40V	II	01006
	Individual Income Tax Extension	40V	II	01007

Fed/State Code	Tax Description	Form Type	Tax Code	TXP Code
	Individual Income Tax Estimate	40V	II	01008
	Individual Income Tax Estimate	WNR	II	01201
	Fiduciary Income Estimate	WNR	IF	01701
	Corporate Estimate	WNR	IC	02121
0117	International Fuel Tax Agreement	IFTA	NT	05800
0118	International Reg. Plan - In State	IRPA	MV	10010
	International Reg. Plan - Out State	IRPA	MV	10020
	International Reg. Plan - Out State	IRPO	MV	10050
0119	Local Sales Tax	950S	SC	04800
	Local Sales Tax	950C	SC	04810
	Local Sales, Use, Lodgings and/or Rental Tax	9501	SC	04801
0120	Local Solid Mineral Tax	NRLT	CM	08020
0121	Lodgings Tax - 5%	2310	LN	07400
0122	Lodgings Tax - 4%	2320	LO	07410
0123	IMC Fuel Tax	7570	NI	05200
	IMC Gasoline Tax	7570	NI	05205
	IMC Motor Carrier Mileage	MCM	NI	05210
0124	Motor Fuels Tax (Diesel)	MFI	NM	05220
0125	Motor Fuels Dual Users	MFDU	NU	05221
0126	Nursing Facility Privilege Tax	2810	MN	04611
0127	Oil and Gas Severance Tax			
	Oil & Gas Priv/Prod	OG-1	OG	08410
	Oil & Gas	OG-2	OG	08420
	Oil & Gas	OG-3	OG	08430
	Oil & Gas	OG-4	OG	08440
	Baldwin County Oil and Gas	OG-5	OG	08450
0128	Oil Lubricating Tax	LO-1	NL	05010
0129	Oil Wholesale License	SGS	NS	05020
0130	Pari-Mutuel Pool Tax	PPP1	PM	04692
0131	Pharmacy Privilege Tax	2800	MP	04612
0132	Playing Card Tax	PC-1	NP	20030
0133	Registration of Securities	FT41	RG	20010
0134	Rental or Leasing Tax	2410	SR	04640
0135	Sales Tax (State)	2100	SS	04110
0136	Sales Tax (State) - Casual Co. Tax	TC5	CB	04199
0137	Sales Tax (State) - Casual Co. Tax	TC2	CC	04190
0138	Sales Tax (State) - Reg. A Estimated	2125	EA	04125
0139	Sales Tax (State) - Reg. M. Estimated	2115	EM	04135
0140	Sales Tax (State) - Regulation A	2120	RA	04120
0141	Sales Tax (State) - Regulation M	2110	RM	04130

Fed/State Code	Tax Description	Form Type	Tax Code	TXP Code
0142	Sales Tax (State) - Estimated	2105	SE	04115
0143	Tennessee Valley Authority	TVA	TV	11200
0144	Tobacco Tax - Resident State	OTP	TB	07200
	Tobacco Tax - Local	TCOA	TB	07220
	Tobacco Tax - Consignment	CNSG	TB	07230
	Tobacco Tax - Cash	TSO1	TB	07240
	Tobacco Tax - County Stamps	COSO	TB	07250
	Tobacco Tax - Monthly Report by Resident	T-WHLS	TB	07270
	Tobacco Tax - Monthly Report by Nonresident	WHLS-NR	TB	07271
	Tobacco Tax - Wholesaler's Monthly of State-Administered County	TWHSLE-CO	TB	07272
	Tobacco Tax - Schedule D – Manufacturers not Participating in tobacco Master Settlement	SCH D	TB	07273
	Tobacco Tax - Tobacco Tax Application Fee for Permit to Transport and Distribute Taxable Tobacco	REP-A	TB	07274
	Solid Waste	SWST	SW	12001
0145	Under/Above Ground Storage Tank	U32	ST	07500
0146	Use Tax - Consumer	2610	CU	04500
0147	Use Tax - Seller	2620	SU	04400
0148	Utility Priv Lic Tax - Direct Pay	UPL5	D8	04670
0149	Utility Priv Lic Tax	UPL4	P8	04671
0150	Utility Priv Lic Tax - Direct	UPL5	UD	04673
0151	Utility Excise Tax	UPL6	UE	04674
0152	Utility Priv Lic Tax	UPL4	UP	04675
0154	Utility License Tax (2.2%) - Other	F57	F2	11010
	Utility License Tax (2.2%) - Electricity	F57	F2	11011
	Utility License Tax (2.2%) - Ala Ele Mun Assn	F57	F2	11012
	2.2 Utility	F57A	F2	11015
	2.2 Utility	F57A	F2	11020
	2.2 Utility	F57A	F2	11025
0193	Scrap Tire Coupon	TEF	NE	05300
	Scrap Tire Application	TEFA	NE	05301
0194	Uniform Severance		UT	01200
	Nonresident Composite	PTEC	IP	02228
	Sales Tax - Casual County Boat Tax	TC4	BT	04195
	Telegraph Gross Receipts Tax	FT58	TG	04691

Certain Taxes are required to be filed electronically through the ADOR's Paperless Filing and Payment System. Do not file a paper return for these taxes. For more infor-

mation please visit the Departments website at: www.revenue.alabama.gov/salestax/efiling.html.

Note: Prior to making a Withholding Tax payment using the ACH Credit Method, an electronic return must first be submitted using the ADOR's Paperless Filing and Payment System. The confirmation number obtained when the return is submitted should be used in the addenda record of the ACH Credit payment. A paper return will not be accepted.

Returns not required to be filed electronically may be mailed to:

Alabama Department of Revenue
EFT Unit
P.O. Box 327950
Montgomery, AL 36132-7950