

STATE OF ALABAMA  
DEPARTMENT OF REVENUE



Alabama  
*Electronic Funds Transfer*  
Tax Payment Program



*EFT*  
*Program*  
*Guide*

*ACH Credit Payment Method*  
*Procedures and Guidelines*

May 2022

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# Alabama

## Electronic Funds Transfer (EFT)

### Tax Payment Program

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### 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. Your financial institution will initiate the ACH file containing the tax payment transactions.
2. 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.
3. 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 through My Alabama Taxes (MAT)).
4. A more detailed explanation of the requirements of the Alabama EFT Tax Payment Program can be found in this document.
5. Tax returns must still be filed. Certain Taxes are required to be filed electronically through MAT. Do not file a paper return for these taxes. For more information please visit the Departments website at: [www.revenue.alabama.gov](http://www.revenue.alabama.gov).

To assist taxpayers with filing returns or period ending questions, the taxpayer can call 1-800-322-4106 and select option.

Option 1	Individual Income Tax Division
Option 2	Motor Vehicle
Option 3	Sales & Use Tax Division
Option 4	Collection Services
Option 5	MAT
Option 6	Corporate Tax Division
Option 7	Withholding Tax Division
Option 8	Business Privilege Tax Division
Option 9	Business & License Division
Option 0	All other calls

To assist taxpayers with credit payment questions the taxpayer can call EFT Unit 1-877-256-2447 or local (334) 353-7659

## Introduction

Your company is registered as a participant of the Alabama Electronic Funds Transfer (EFT) Tax Payment Program. 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**  
**2550 Wasser Terrace, Suite 400**  
**Herndon, VA 20171**  
**(703) 561-1100**

**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 the 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 1-877-256-2447 or local (334) 353-7659.

**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 MAT. Do not file a paper return for these taxes. For more information please visit the Departments website at: [www.revenue.alabama.gov](http://www.revenue.alabama.gov).

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 through MAT. 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 tax payments, 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.

### **Electronic Filing of Certain Taxes**

Certain business taxes are required to be electronically filed through MAT at <http://www.revenue.alabama.gov/make-a-payment> . 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 should submit a \$0.01 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 MAT. Do not file a paper return for these taxes. For more information please visit the Departments website at: [www.revenue.alabama.gov](http://www.revenue.alabama.gov).



## 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 through MAT).

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 \$0.01 test transactions is strongly recommended.

### Taxpayer ID

The Taxpayer ID is a twelve (12) character alphanumeric field made up of the two (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.

The Taxpayer ID field must always be twelve (12) characters. See examples below:

**EXAMPLE 1:** Account Number – 0000123456  
**Re: Income Withholding** (2) character tax code – IW  
Taxpayer ID Field – IW0000123456

**EXAMPLE 2:** Account Number – R000123456  
**Re: Business Income** (2) character tax code – IC  
Taxpayer ID Field – ICR000012345

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

**EXAMPLE 3:** 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 1-877-256-2447 or local (334) 353-7659.

**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.

**Payment Type**

The Payment Type field is a one (1) character alphanumeric field. Presently the letter "T" is used for tax payments.

**Payment Amount**

The payment amount field is a ten (10) digit numeric field including the cents. If the payment is less than 10 digits, use zeroes to populate the beginning fields: e.g. \$123.45 should be entered as 0000012345.

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

## 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	*
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
Separator	01	35	35	*
Amount	10	36	45	\$\$\$\$\$\$\$¢¢ - See Below
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)

FREE FORM AREA

**Amount**

If the payment is less than 10 digits use zeros to populate the beginning fields e.g. \$123.45 should be entered as 0000012345.

**Confirmation Number**

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

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.

**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 <sup>1</sup>
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.

<sup>1</sup>Changed 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 <sup>1</sup>
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.

<sup>1</sup>Changed 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
<i>Field Inclusion Requirement</i>	M	M	M	M	N/A	M
<i>Contents</i>	'7'	'12'	Alphameric	Alphameric	Blank	Numeric <sup>1</sup>
<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 3rd Addenda Record remains unchanged from the original 3rd Addenda Record, unless otherwise noted.

<sup>1</sup>Changed 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
<i>Field Inclusion Requirement</i>	M	M	M	M	M	M	N/A	M
<i>Contents</i>	'7'	'13'	Alphameric	Alphameric	Alphameric	Alphameric	Blank	Numeric <sup>1</sup>
<i>Length</i>	1	2	35	2	34	3	10	7
<i>Position</i>	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.

<sup>1</sup>Changed 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 <sup>1</sup>
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.

<sup>1</sup>Changed 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 <sup>1</sup>
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.

<sup>1</sup>Changed 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 <sup>1</sup>
<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.

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



## 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 MAT. Do not file a paper return for these taxes. For more information please visit the Departments website at: [www.revenue.alabama.gov](http://www.revenue.alabama.gov).

## 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, the Alabama Department of Revenue or 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.

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 applicable division 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 applicable division 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.

## 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
- 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
- Individual Income Tax
- International Fuel Tax Agreement
- Local Solid Mineral
- Lodgings Tax (State and Local)
- Lubricating Oils Tax
- Motor Carrier Mileage Tax
- Motor Fuels (Diesel) Tax (State and Local)
- Oil and Gas Privilege Tax
- Oil and Gas Severance Taxes (Local)
- Pari-Mutuel Pool Tax
- Pass-Thru Entities Composite Return
- Playing Cards Tax
- Registration of Securities
- Rental or Leasing of Personal Property Tax (State and Local)
- Sales Tax (State and Local)
- Solid Waste Disposal Fee
- Telephone Tax/ Telephone Gross Receipts Tax
- Tobacco Tax (State and Local)
- T.V.A. Electric Payments
- Under/Above Ground Storage
- Use Tax (State and Local)
- Utility Excise Tax
- Utility Gross Receipts Tax
- Utility License Tax (2.2%)
- Wholesale Oil License Payments

## 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

<https://www.revenue.alabama.gov/make-a-payment/eft-faq/>

<https://www.revenue.alabama.gov/make-a-payment/eft-instructions/>

<https://www.revenue.alabama.gov/make-a-payment/general-eft-information/>

<https://www.revenue.alabama.gov/make-a-payment/>

## Appendix I

### Alabama EFT Tax Payment Program Tax Codes and TXP Codes

<b>Fed/State Code</b>	<b>Tax Description</b>	<b>Form Type</b>	<b>Tax Code</b>	<b>TXP Code</b>
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
	Pre-Paid Wireless	PPW	PW	04622
0106	Fin. Inst. Excise Tax	ET-1	ET	03200
	Fin. Inst. Excise Tax Extension	FIE-V	ET	03210
	Fin. Excise Tax Estimate	FIE-V	ET	03100
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
	Gasoline License Fee	GLF	TX	05120
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	BIT-V	IC	02120
	Income Tax - Corporate Extension	BIT-V	IC	02320
	Income Tax - Corporate Sub S Prior to filing period 12/31/13	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



Fed/State Code	Tax Description	Form Type	Tax Code	TXP Code
	Individual Income Tax Amended	40V	II	01005
	Individual Income Tax Return	40V	II	01006
	Individual Income Tax Extension	40V	II	01007
	Individual Income Tax Estimate	40V	II	01008
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
	Terminal Operator Report	TOM	TX	05030
	Terminal Operator Report	TOA	TX	05040
	Supplier, Importer, Exporter, Blender	TXT	TX	05050
	Motor Fuel Transporter Report	TRPR	TX	05060
	Motor Fuel Back Up Tax Report	BTR	TX	05070
	Motor Fuel Floor-Stocks Tax Return	FSR	TX	05080
	Motor Fuel Importer Three Day Payment Voucher	3DV	TX	05090
	State Inspection Fee	IFR	FI	05091
	CNG/LNG License Application Fee	CLGAP	CG	05092
	CNG/LNG Excise Tax	CLG	CG	05093
	CNG Personal Producer	CLG-PER	CG	05094

Fed/State Code	Tax Description	Form Type	Tax Code	TXP Code
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
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-WHLSE	TB	07270
	Tobacco Tax - Monthly Report by Nonresident	WHLSE-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
	Simplified Seller's Use		SU	04401
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

<b>Fed/State</b>	<b>Utility License Tax (2.2%) - Ala Ele Mun Assn</b>	<b>F57</b>	<b>F2</b>	<b>11012</b>
<b>Code</b>	<b>Tax Description</b>	<b>Form</b>	<b>Tax</b>	<b>TXP</b>
<b>Code</b>	<b>Tax Description</b>	<b>Type</b>	<b>Code</b>	<b>Code</b>
	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
	Corporate Sub S (effective filing period 12/31/13)	PTE	IP	02229
	Sales Tax - Casual County Boat Tax	TC4	BT	04195
	Telegraph Gross Receipts Tax	FT58	TG	04691
	Hospital Assessment		HM	20001
	Garnishments - This TXP Code is for third party payroll service companies' garnishment payments only			20003

Certain Taxes are required to be filed electronically through MAT. Do not file a paper return for these taxes. For more information please visit the Departments web-site at: [www.revenue.alabama.gov](http://www.revenue.alabama.gov).