

ACH Credit Payment Guidelines Tax Payment Requirements

Comprised of portions of the Louisiana Electronic Funds Transfer Guidelines

Scope of the Program Guide

This program guide is not intended to be a complete explanation of the rules and regulations of the National Automated Clearinghouse Association (NACHA). It is intended to cover only the specific requirements of the ParishE-File.com ACH Credit Program. A complete set of rules and regulations for the Automated Clearinghouse Network is available from:

National Automated Clearinghouse Association
13665 Dulles Technology Drive, Suite 300
Herndon, VA 20171
1-800-487-9180
www.nacha.org

This guide is designed to be used for Sales and Use Tax administered by parishes in Louisiana.

Available Assistance

Questions should be addressed to the ParishE-File.com Support Line at 1-800-227-7059.

Taxpayer Responsibility

Timeliness of Payments

A timely transaction must be initiated and posted to the parish's bank account on or before the file date of the electronic return. The impact of the prescribed Automated Clearinghouse Associated (ACH) time frames and nightly cycles, as well as the impact of weekends and holidays, must be considered. 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.

Payment Due Dates

If the payment is not timely paid, the date of receipt by the parish bank will govern for purposes of determining the amount of any late payment penalties.

Proof of Payment

When a taxpayer uses the ACH Credit payment method, the taxpayer's bank is the originating bank. The taxpayer is responsible for the accuracy and proper completion of the transaction. In order to provide 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.

Prenotifications

It is recommended that prenotifications be submitted prior to the first live ACH Credit transmission to ensure that the data can be processed. They should be submitted with a taxpayer addenda record. This allows the parish bank to review the format and notify the taxpayer of any errors prior to live data being transmitted.

Correcting Erroneous ACH Credit Payments

Once an ACH Credit transmission has been made, it cannot be changed. ACH Credit errors will result in either an underpayment or an overpayment of the tax.

If the taxpayer error involves an overpayment of tax, the taxpayer should contact the parish.

Underpayments must be corrected by the taxpayer immediately to alleviate any penalties. If the taxpayer error involves an underpayment of tax, the taxpayer must initiate an ACH Credit payment for the amount of the underpayment.

Holidays and Weekends

When the statutory filing date, without regard to extensions, falls on a Saturday, Sunday, Federal Reserve holiday, or legal State of Louisiana holiday, the payment is due on or before the next business day.

Banking Information

1. The ACH Credit payments must be initiated by the file date specified on the electronic return. Transit/routing numbers and bank account numbers must be used for the payments. These numbers are unique to each parish and can be found by setting up a new ACH Credit payment account on ParishE-File.com.
2. Your financial institution will initiate the Automated Clearinghouse (ACH) file containing the tax payment transactions.
3. To ensure proper identification of the tax payments, the taxpayer is responsible for ensuring that the financial institution initiating the ACH Credit payment file provides the correct information in the TXP Banking Convention Addenda Record of the payment transactions.

Parish Requirements for the TXP Addenda Record

The TXP Banking Convention Addenda Record is made up of six major components:

- Authority Account Number
- Tax Type Code
- Tax Period End Date
- Payment Amount Type
- Payment Amount
- Confirmation Number

Failure to provide the proper and correct information in the TXP Addenda Record may prevent the parish from properly crediting the taxpayer with the payment.

Parish Requirements for the TXP Addenda Record

Authority Account Number

The Authority Account Number is assigned by the parish. It can be alphanumeric and up to 15 digits. Do not include spaces or hyphens.

For example, if reporting an Authority Account Number of A-12-345, 000000000A12345 would be entered.

Tax Type Code

ParishE-File.com is currently equipped to calculate remittance values for Sales and Use Tax. Listed below are tax type codes for sales tax:

SALES

General Sales

Registration or payment with original or amended return: 04101

Statewide Hotel/Motel

Registration or payment with original or amended return: 04141

Tax Period End Date

The Tax Period End Date field is a 6-digit numeric field in the order of YYMMDD. This field must indicate the last day of the period covered by the related tax return.

For example, if reporting the December 2006 Tax Period End Date, 061231 would be entered.

Payment Amount Type

The Amount Type field is a 1-character alphanumeric field. The letter "T" is used for regular tax payments.

Payment Amount

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

If the amount of tax that you are paying exceeds \$99, 999, 999.99, transmit a separate transaction for the balance.

Confirmation Number

This 10-digit alphanumeric is provided to the taxpayer when the online return is submitted, which should appear as follows:

On the Confirmation Page:

SIMPLE! SECURE! FREE!

PARISH E-FILE.COM

Home | File Return | My Returns | Account Center | Lookup | Support

Signed in as **ramtesttaxpayer3** LOG OFF

Your return has been successfully filed.

*** Your confirmation number is **FB5XCISFS2** .***

* Confirmation Numbers do not indicate that a payment has been received by the Authority, only that a return has been filed.
What would you like to do next?

View/Print this Return
- Click here to view or print a copy of this Return.
The return is in PDF format. In order to view this return, you will need [Adobe Reader](#).

Start a New Return
- Click here to file another new return.

View/Edit Existing Returns
- Click here to make corrections to this return or edit other existing returns.

<p>Company Information</p> <p>Name: [Redacted]</p> <p>Company: Ramware</p> <p>Phone: 225-215-0100</p> <p>Fax: [Redacted]</p> <p>Mailing Address: 7117 Florida Blvd Baton Rouge, LA 70806</p> <p>Location Address: 7117 Florida Blvd Baton Rouge, LA 70806</p>	<p>Return Information</p> <p>Return Filed: [Redacted] Parish</p> <p>Account Number: 5524457</p> <p>Filing Period: October 2008</p> <p>File Date: 10/10/2008</p> <p>Time Submitted: 10/10/2008 05:15 PM</p> <p>Filing Status: Monthly</p>	<p>Payment Information</p> <p>Account Type: ACHCREDIT</p>
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On the return printed by the taxpayer:

PARISH SALES AND USE TAX REPORT

Provided by Parish E-File revenue.la.gov

MAKE REMITTANCE TO: Final Return

SALES FOR MONTH OF Oct 2008
(OR LAST MONTH OF REPORTING PERIOD)
LA. SALES TAX NO. _____

1. Gross Sales of Tangible Personal Property, Lease, Rentals and Services as Reported to State of Louisiana	150000.00	
ALLOWABLE DEDUCTIONS		
2. Sales for Resale		
3. Cash Discounts, Sales Returns & Allowances		
4. Sales Delivered or Shipped outside this Parish		
5. Sales of Gasoline and Motor Fuels		
6. Sales to the U.S. Govt., the State of LA, its Political Subdivisions and Agencies		
7. Sales of Food Paid for with USDA Food Stamps or WIC Vouchers		
OTHER DEDUCTIONS AUTHORIZED BY LAW (EXPLAIN BRIEFLY)		
8.		
9.		
10.		
11. Total Allowable Deductions (Line 2 through 10)		
12. Adjusted Gross Sales (Line 1 Minus Line 11)		150000.00

Confirmation #
FB5XCISFS2

ACCOUNT # 5524457 Monthly

7117 Florida Blvd
Baton Rouge LA, 70806

This return DUE on the 1st day of month following period covered by this return, and becomes DELINQUENT if not transmitted on or before the 20th day.

To ensure proper credit for the ACH Credit transmission, extreme care must be exercised in providing the correct information in the TXP Addenda Record.

Parish Requirements for the TXP Addenda Record

TXP Banking Convention Addenda Record Format Free Form Area

Field Name Data Elements & Separators	Field Size	Position		Contents
		Start	End	
Segment Identifier	3	01	03	TXP
Separator	1	04	04	*
Authority Account Number	15	05	19	Numeric or Alphanumeric
Separator	1	20	20	*
Tax Type Code	5	21	25	See Tax Type Code Above
Separator	1	26	26	*
Tax Period End Date	6	27	32	YYMMDD (numeric)
Separator	1	33	33	*
Payment Amount Type	1	34	34	“T” for Tax
Separator	1	35	35	*
Payment Amount	10	36	45	\$\$\$\$\$\$cc
Separator	1	46	46	*
Confirmation Number	10	47	56	Alphanumeric
Terminator	1	57	57	\
Filler	23	58	80	Spaces

ACH Credit Payment Method: Sequence of Events

After the taxpayer has set up an account 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 will determine the total amount of tax due based on the amount calculated on the electronic return that was filed on ParishE-File.com.
2. At a time arranged between the taxpayer and the taxpayer's financial institution, which must be on the file date of the electronic return, the taxpayer will provide the financial institution with the information necessary to initiate a timely ACH Credit transaction utilizing the National Automated Clearinghouse Association (NACHA) CCD+ entry and the TXP Baking Convention Addenda Record.
3. 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 parish's bank account the following morning.
4. The parish's bank will provide the template in the ACH file and in the TXP Addenda Record to the parish Taxing Authority for the payments to be credited to the taxpayer's account.