ELECTRONIC FUNDS TRANSFER (EFT) PROGRAM GUIDE FOR BUSINESS TAXPAYERS

pennsylvania
DEPARTMENT OF REVENUE

REV-330 (01-14)

Electronic Funds Transfer (EFT) Program

Introduction

The Electronic Funds Transfer (EFT) Program is a means of paying tax liabilities electronically. The EFT program accommodates the electronic transmission of tax payments only; it is not a means to file tax returns electronically.

Information on electronic filing and payment options is available at www.revenue.state.pa.us. Visit the department's e-Services Center for information on electronic services available to businesses.

EFT Program Requirements

- Regulations (61 Pa. Code § 5.1 - 5.7) mandate that tax payments of $1,000 or more must be remitted to the department electronically.
- Prior to enrolling in the EFT program, you must register your enterprise to collect and remit taxes administered by the PA Department of Revenue. Register online at www.PABizOnline.com. After your registration is processed and you have received an account number from the department, you may enroll for EFT.

EFT Registration and Reporting Instructions

Online Registration

Register online through e-TIDES at www.etides.state.pa.us. Online applications are processed within 3 business days. You can obtain your reporting instructions under the Enterprise Maintenance link.

Paper Registration

If you do not have Internet access, complete and return the EFT Authorization Agreement, REV-331A. To obtain the form call toll-free, 1-800-362-2050. Paper applications are processed within 30 days of receipt. You will receive your reporting instructions by mail.

The department is no longer excepting paper applications for Sales, Use and Hotel Occupancy, Employer Withholding, and Corporate Taxes.

Approved Payment Methods for EFT

ACH Debit

The department recommends this payment method. Simply provide the account information needed to debit your bank account, and the department will assign an Information Reporting Identification (ID) Number for each tax type and account registered to participate. Once your registration for EFT is processed, you will receive touch-tone telephone reporting instructions (via e-TIDES if you registered online or by mail if you completed a paper form).

To make an ACH debit tax payment, follow the step-by-step touch-tone telephone reporting instructions provided by the department after EFT registration was accepted, to report the total tax due, payment period ending date and tax due date. You must initiate and complete your call by 4:45 p.m. Eastern Standard Time at least one business day prior to the tax due date for your payment to be considered submitted timely. There should be no charge to you for using this payment method.

This payment method allows you to report payments up to 365 days in advance of the tax due date. Once you determine your tax liability, you may report it, and your bank account will not be debited until the due date specified.

NOTE: The Federal Office of Foreign Assets Control imposed additional reporting requirements on electronic banking transactions directly involving financial institutions outside the territorial jurisdiction of the U.S. These transactions are called international ACH transactions (IAT) and include both electronic debit (tax payments) and credit (direct deposit of refunds) transactions.

The Department of Revenue does not support IAT debit transactions. If your financial institution is outside the territorial jurisdiction of the U.S., you must make payments using one of the following methods:

- ACH Credit
- Certified/Cashier's Check (for payments of $1,000 or more)
- Credit/Debit Card
- Paper Check (for payments under $1,000)

ACH Credit

Once the department processes your EFT registration, you will receive instructions including, the banking information needed to credit the department's bank account. ACH credits must follow the TXP Addendum CCD+ format outlined below. Verify with your financial institution that they can initiate the payment transaction following the CCD+ format. To ensure a timely payment, you must verify your financial institution's cut off time. Banks may charge fees for this service or sell software packages allowing you to remit payments using this method.

Certified/Cashier's Check

You must remit a certified or cashier's check in person or by express mail delivery service – along with the tax documents that are due – on or before 4 p.m. Eastern Standard Time on the tax due date. Payments must be sent to:

PA Department of Revenue
Bureau of Business Trust Fund Taxes
4th & Walnut Streets
EFT Unit 9th Floor Strawberry Square
Harrisburg, PA 17128-0908

Emergency Payment Method

A FedWire is an emergency payment method that may be used only with prior written approval from the department.

The following requirements must be met to receive approval:

- Taxpayer has registered for EFT for the tax type to be remitted;
- Taxpayer has not submitted more than two FedWire requests per year, per tax type;
- Taxpayer provides:
  - Account number;
  - Tax type;
  - Amount to be remitted;
  - Payment period ending date;
  - Quarter code (Corporation taxes only: 1 = first quarter, 2 = second quarter, 3 = third quarter and 4 = fourth quarter, and 0 = no quarter applies);
  - Payment type code (Corporation taxes only: A = Annual, E = Estimated and X = Extension);
  - Fax number or email address to which approval should be sent.

Penalties

Failure to comply with EFT requirements may result in the assessment of a penalty of 3 percent of the total tax due (the payment/remittance amount), not to exceed $500. The penalty may be imposed on all payments of $1,000 or more that are not presented to the department via one of the approved payment methods.

Approved methods are:

- ACH Debit
- ACH Credit (see TXP Addendum CCD+ Convention below)
- Certified/Cashier's Check

An uncollectible payment penalty may be imposed if a payment fails to be funded or credited to the Department of Revenue. The uncollectible payment penalty is a minimum of $25 or 10 percent of the payment amount, up to $1,000.

Under emergency situations, FedWire payments are restricted to two pre-approved payments per tax type per year. Subsequent FedWire payments may be subject to penalty.

Banking Holidays

The holidays below are not banking business days. If a tax payment due date falls on a bank holiday, the day after a bank holiday or a weekend, electronic payment must be initiated on the business day prior to the tax due date.

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Day

ACH Credit TXP ADDENDUM (CCD+) CONVENTION field formats

Please provide the following detailed ACH credit file specifications to your financial institution's ACH Department. The file specifications are provided to ensure tax payments are correctly processed.

Field #	Field Name (Data Element & Separators)	Field Requirement	Data Element Type	Min/Max Positions	Contents
	Segment Identifier	M			TXP
	Separator				*
TXP01	Taxpayer ID	M	AN	1/15	XXXXXXXXXXXXXXX
	Separator				*
TXP02	Tax Type Code	M	ID	1/5	XXXXX
	Separator				*
TXP03	Tax Period End Date	M	DT	6/6	YYMMDD
	Separator				*
TXP04	Amount Type Code	M	ID	1/1	T
	Separator				*
TXP05	Amount	M	N2	1/10	$$$$$$$$CC
	Separator				*
* TXP06	Quarter Code	M	ID	1/1	X
	Separator				*
* TXP07	Payment Type Code	M	ID	1/1	X
	Segment Terminator	M			\

* **TXP06 and TXP07 are mandatory for corporation taxes only**.
Corporate taxes include bank loans, bank shares, capital stock/foreign franchise, corporate loans, corporate net income, gross receipts (intrastate collections), gross receipts (interstate collections), gross receipts (mobile cell collections), insurance premiums, marine insurance premiums, mutual thrift institutions, public utility realty, title insurance and trust company shares, and utilities gross receipts.

Detailed ACH credit file specifications are as follows:

TXP Field Name Contents

Segment Identifier: "TXP" must be entered in this field to identify the transaction as a tax payment.

Separator: An asterisk (*) must be entered in this field to separate the data elements.

Taxpayer Identification (TXP01): The PA account number (the eight-digit account number for employer withholding or sales tax license number; the seven-digit corporate tax box number or 10-digit Revenue ID number for corporation taxes) for the tax type being paid must be entered in this field. **NOTE:** This field must be left-justified, and unused positions must be suppressed or left blank.

Tax Type Code (TXP02): One of the following codes must be entered in this field to identify the tax type being paid. Corporation tax types are all numeric. For all other tax types, Positions 1 and 2 are alpha characters and Positions 3, 4 and 5 are numeric characters.

Corporation Tax Types	Tax Type Codes
Agriculture Cooperative	1009
Capital Stock	1001
Corporate Net Income	1004
Domestic Company – Casualty Insurance	1021
Domestic Company – Fire Insurance	1022
Domestic Company – Life Insurance	1023
Domestic Company Marine Insurance	1018
Electric Cooperative – Membership Report	1010
Electric, Hydro Electric, and Water Power	1014
Federal Savings and Loan	1006
Foreign Company – Casualty Insurance	1028
Foreign Company – Casualty Insurance Retaliatory Fee	1030
Foreign Company – Fire Insurance	1029
Foreign Company – Fire Insurance Retaliatory Fee	1031
Foreign Company – Life Insurance	1024
Foreign Company – Life Insurance Retaliatory Fee	1026
Foreign Company – Title Insurance	1025
Foreign Company – Title Insurance Retaliatory Fee	1027
Foreign Company Marine Insurance	1019
Foreign Franchise	1002
Inter-state Telecommunications	1012
Intra-state Telecommunications	1011
Loans Tax	1003
Managed Care Organizations	1016
Mobile Telecommunications	1013
National Banks	1032
Private Bankers	1017
Public Utility Realty	1020

Corporation Tax Types	Tax Type Codes
State Banks	1033
State Savings and Loan	1005
Surplus Lines Agents	1008
Title Insurance Companies	1035
Transportation, other than Motor Vehicles	1015
Trust Companies	1034
Unauthorized Foreign Companies	1007

Other Tax Types	Tax Type Codes
Cigarette Stamp Agents	CG000
Employer Withholding	EM340
Liquid Fuels and Fuels	MF000
Little Cigar	LC000
Malt Beverage	MB000
Motor Carriers Road	MC040
Pari-Mutuel	PM000
Sales and Use (State and Local)	ST301

Tax Period End Date (TXP03): The tax period end date must be entered to identify what time period the payment covers. **NOTE:** Do not confuse the tax period end date with the tax due date. The format for the tax period end date is YYMMDD. YY is the last two digits for the year (00-99), MM is the numeric value of the month (01-12) and DD is the numeric value of the day (01-31).

Note for Sales Tax Pre-payments: When formatting your ACH Credit addenda make sure to use the **LAST day** of the **CURRENT month** for the period end date, not the period due date. Failure to use the proper period end date could result in the payment being applied to an incorrect filing period and result in a possible assessment.

Amount Type Code (TXP04): "T" must be entered in this field to identify the payment type as "tax".

Amount (TXP05): The dollar amount being paid must be entered in this field.
NOTE: The amount field must include cents (cc). Do not include a dollar sign ($), comma (,) or decimal point (.) between the dollar amount and cents. For example, $50,000.00 is formatted as 5000000.

Quarter Code (TXP06): This field is mandatory for corporation taxes only; this field may not be left blank for corporation taxes. The quarter code must be entered in this field to identify the quarter the payment covers. Valid quarter codes for estimated payments are "1" for first quarter, "2" for second quarter, "3" for third quarter and "4" for fourth quarter. For an annual payment, tentative payment or extension of time to file an annual return, the quarter code is "0".

Payment Type Code (TXP07): This field is mandatory for corporation taxes only; this field may not be left blank for corporation taxes. The payment type code must be entered in this field to identify the type of payment.

- For an annual payment, the payment type code is "A";
- For a quarterly estimated payment or tentative payment, the payment type code is "E";
- For an extension of time to file an annual return, the payment type code is "X".

If you are a foreign fire or a foreign casualty insurance premiums taxpayer making annual tax payments, the payment type code is "A" for the retaliatory fee and "X" for the premium tax.

If you are making payments of insurance premiums tax and marine insurance premiums tax, you must make separate payments using the applicable tax type codes identified previously.

Segment Terminator: A backslash (\) must be entered in this field to terminate the segment or the record.

TXP Addendum Format Clarifications and Definitions

Numeric fields must be right-justified with zeros filled from left.

Field Requirement: "M" indicates a field is mandatory.

M: The letter "M" indicates it is mandatory for a field requirement to appear in the convention.

Data Element Type: Identifies the type of information contained in the field.

- **AN:** Contents of string type data elements can consist of alphanumeric characters. The contents must be left justified. Trailing (unused) spaces must be suppressed or blank;
- **DT:** The date type data element, formatted YYMMDD;
- **YY:** The last two digits of the year (00-99);
- **MM:** The numeric value of the month (01-12);
- **DD:** The numeric value of the day (01-31);
- **ID:** An identifier data element must always contain a value from a pre-defined list of values;
- **N2:** Indicates the numeric type data element symbolized by the two-position representation **N2**. "N" indicates numeric and "2" indicates the decimal places to the right of a fixed, implied decimal point. The decimal point is not transmitted. This number will always be positive for the TXP application. For example, $1,200.00 would appear as 120000.

Min/Max Use: Specifies the minimum and maximum length of a particular field. For example, 1/5 indicates that the field must carry at least one character but no more than five.

If additional information is required, please see the ACH Rules Book, Corporate Edition, available at www.nacha.org.

Additional Information and Assistance

For additional information and assistance, please visit www.revenue.state.pa.us or call the e-Business Tax Unit at 717-783-6277.