Arizona Department of Revenue • Electronic Funds Transfer Unit

1600 West Monroe • Phoenix, AZ 85007

CREDIT ADDENDA FORMAT
(CCD + Format)

The addenda record to be created for Electronic Funds Transfer will follow the TXP Addendum Convention suggested by the Federation of Tax Administrators. An authorization agreement is required prior to initiating this payment format.

Field No.	Field Name (Data Elements & Separators)	Data Element Type	Maximum Length	Contents
–	Segment Identifier	–	–	TXP
–	Separator	–	–	*
TXP01	Taxpayer Identification	AN	10	######### (Numeric only, see page 2)
	Separator			*
TXP02	Tax Type Code	ID	5	##### (Numeric only, see page 2)
	Separator			*
TXP03	Tax Period End Date	DT	6	YYMMDD
	Separator			*
TXP04	Amount Type	ID	1	T
	Separator			*
TXP05	Amount	N2	10	$$$$$$$$cc (Prefill with zero)
	Separator			*
TXP06	(not used)	–	–	–
	Separator			*
TXP07	(not used)	–	–	–
	Separator			*
TXP08	(not used)	–	–	–
	Separator			*
TXP09	(not used)	–	–	–
	Separator			*
TXP10	Taxpayer Verification	AN	6	XXXXXX (Numeric only, see page 3)
	Terminator	–		\

Notes and Definitions

1. **(TXP01) TAXPAYER IDENTIFICATION:**

   Note: *This field MUST be strictly numeric. **DO NOT use the alpha character or the hyphen.***
   Maximum field length is TEN SPACES.

   Withholding: This will be your **nine-digit** (9) Federal Identification Number.

   Corporate: This will be your **nine-digit** (9) Federal Identification Number.

   TPT: This will be your **eight-digit** (8) numeric Arizona TPT license number

2. **(TXP02) TAX TYPE CODE:**

   Withholding
   Use "**011**" followed by the **sequence number**. The sequence number is an optional two-digit number indicating which payment this is for. Each **quarter** the first payment will be "01", the second payment "02," etc. The purpose of using the sequence number is to assist you in tracking your payments.

   Example: The third payment for the fourth quarter would have a Tax Type Code of "01103."

   Note: *If you do not wish to use the sequence number feature, please use "00" in that field.*

   Corporate
   Use "**021**" for estimated payments followed by the **estimated quarter number**. This will indicate which quarter the estimated payment is to be applied. It must be a two-digit number, "01" through "04."

   Example: The estimated payment for the second quarter would be "02102."

   TPT Monthly Regular Payments
   Use "**041**" followed by the **TPT liability month**. This will indicate what month the TPT payment is to be applied. It must be a two-digit number, "01" through "12."

   Example: The TPT payment for the liability for the month of January would be "04101."

   TPT June-Only Estimated Payments
   Use "**042**" followed by "**06**." This will indicate that this is the TPT estimated payment due on June 25th.

3. **TAX PERIOD END DATE:** (must be in YYMMDD format)

   011 Withholding must be the **quarter end date**, not the payroll end date. Ending quarters would be "080331," "080630," "080930," or "081231." The Arizona Department of Revenue computer system uses the quarter end date to determine the quarter the payment is to be applied to. *It is the taxpayer's responsibility to specify which quarter the payment is to be applied to.*

   021 Corporate must be the **fiscal year end date** for which the estimated payment will be claimed.

   041 TPT must be the **month end date** of the month of the liability that is being paid.

4. **AMOUNT TYPE**

   The Amount Type is used to identify the type of amount that follows. At this time, the Department will accept tax payments only. The code for tax is "**T**."

5. AMOUNT FIELD

The Amount Field is strictly numeric with no decimal. This is a **ten-digit, left justified** field. Be certain to prefill with zeros. (Example: *Enter* **"**0000000001" to represent "$.01")

6. TAXPAYER VERIFICATION

The Taxpayer Verification field is an optional field that the taxpayer may use. If this field is not used, the terminator may be placed directly after the Amount Field. Arizona does not assign a verification number.

7. OTHER FIELDS

Any field without a specific value or not previously referenced herein will be filled in by the vendor or bank.

Examples

1. Withholding

Taxpayer Identification Number: 999121234

Payment Due Date: October 20, 2008 (the 2nd payment in the 4th quarter)

Payment Amount: $33,000.11

The information listed above is formatted as follows:
TXP*999121234*01102*081231*T*0003300011*****999999\
– or –
TXP*999121234*01102*081231*T*3300011\

2. Corporate

Taxpayer Identification Number: 860000001

Payment Due Date: November 15, 2008 (1st quarter estimate)

Fiscal Year End: July 2009

Payment Amount: $100,200.00

The information listed above is formatted as follows:
TXP*860000001*02101*080331*T*0010020000*****ABCDE\
– or –
TXP*860000001*02101*080331*T*0010020000\

Examples (continued...)

3. TPT

> Taxpayer Identification Number: 07123456
> Liability Month (through date): January 31, 2008
> Payment Due Date: February 25, 2008 (regular monthly payment)
> Payment Amount: $123,467.78
>
> *The information listed above is formatted as follows:*
> TXP*07123456*04101*080131*T*0012345678*****765431\
> – or –
> TXP*07123456*04101*080131*T*0012345678\

4. TPT Estimated Payment (for June estimate payment only)

> Taxpayer Identification Number: 10987654
> Payment Due Date: June 25, 2008 (one time only, annual estimated payment)
> Payment Amount: $200,000.00
>
> *The information listed above is formatted as follows:*
> TXP*10987654*04206*080630*T*0020000000*****ABCDEF\
> – or –
> TXP*10987654*04206*080630*T*0020000000\

State Receiving Account Information

The Department will provide state receiving account information upon the approval by the EFT Unit of the *ACH Credit Application.*

Click here for the EFT Authorization Agreement Form.