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Kansas
Department of Revenue

Samuel M. Williams, Secretary

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ACH CREDIT
Payment Information

Attn: Withholding Tax Taxpayer

Welcome to the State of Kansas Electronic Funds Transfer (EFT) payment program. By creating an ACH credit, you initiate the transfer of funds from your bank to the Kansas Department of Revenue (KDOR). Be sure that you initiate your ACH payment through your bank (based upon your bank's schedule) with enough time to guarantee settlement by the due date for the tax account for which you are making payment. Tax account payment schedules are available online at www.ksrevenue.org/eserveft.html.

Kansas accepts electronic Tax Payment (TXP) records in the standard CCD+ format defined by the National Automated Clearing House Association (NACHA). The following pages outline the requirements. Please contact your bank to ensure that they can submit payment records to KDOR in the prescribed format.

The state of Kansas' routing/transit, and account number information listed below are needed to complete an ACH credit transfer.

> **Kansas State Treasurer's ABA Number: 101101154**
>
> **EFT Deposit Account Number: 0200005177**
>
> **US Bank**
> **719 S Kansas Avenue**
> **Topeka, KS 66603**

If you have any questions concerning this program, you may call us at 785-296-6993. You may also send an e-mail to kdor_eservices@ks.gov or write to Electronic Services, Kansas Department of Revenue, Docking State Office Building, Topeka, KS 66625-0001.

Electronic Services
Kansas Department of Revenue

ACH CREDIT TAX PAYMENT SPECIFICATIONS

The ACH credit tax payment specifications and implementation considerations are specified as follows:

NATIONAL AUTOMATED CLEARING HOUSE ASSOCIATION (NACHA) RECORD FORMATS

NACHA record formats for CCD+ entries flow in the following order:

```
-File Header Record
|
|        -Company/Batch Header Record
|        |
|        |    Entry Detail Record
|        |
|        |       Addenda Record (Carries an 80 character Free Form Field)
|        |
|        -Company/Batch Control Record
|
-File Control Record
```

TXP ADDENDUM RECORD FORMAT

For taxpayers choosing the ACH Credit method of payment, the free form data area of the addendum record must be structured according to the following layout.

Field #	Field Name (Data Elements & Separators)	Field Require-Ments	Data Element Type	Min/Max Use	Contents
	Segment Identifier				TXP
	Separator				*
TXP01	Taxpayer Identification	M	AN	1/15	036123456789F01
	Separator				*
TXP02	Tax Type Code	M	ID	1/5	01100
	Separator				*
TXP03	Tax Period End Date	M	DT	6/6	YYMMDD
	Separator				*
TXP04	Amount Type	M	ID	1/1	T
	Separator				*
TXP05	Amount	M	N2	1/10	$$$$$$$$cc
	Separator				*
TXP06	Amount Type	M	ID	1/1	P
	Separator				*
TXP07	Amount	M	N2	1/10	$$$$$$$$cc
	Separator				*
TXP08	Amount Type	O	ID	1/1	I
	Separator				*
TXP09	Amount	C	N2	1/10	$$$$$$$$cc
	Separator				*
TXP10	Taxpayer Verification	O	AN	1/6	leave blank
	Terminator				\

TXP ADDENDUM RECORD
FORMAT DEFINITIONS

AN The string type data element is symbolized by the representation, AN. Contents of string type data elements are a sequence of letters, digits, spaces and/ or special characters. The contents shall be left-justified. Trailing spaces should be suppressed unless they are necessary to satisfy a minimum length requirement.

Amount The Amount fields are used to carry the dollar amount/(s) owed and/or being paid. Two amount fields (TXP05) & (TXP07) are required; the other amount field (TXP09) is conditional upon the presence of the amount type field (TXP08). Thus, if TXP08 is not utilized than TXP09 will not appear in the convention. When the amount field is used it should always contain cents (cc).

Amount Type The amount type is used to identify the type of amount that follows. To date identified values include, T for Tax (field TXP04), P for Penalty (field TXP06) and I for Interest (filed TXP08). **Conditional (C)** The presence of this field (data element) is dependent on the value or presence of other fields (data elements) in the convention.

DT Format for the date type is YYMMDD. YY is the last two digits of 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).

Data Element Type The Data Element Type identifies the type of information contained in the data element (field). For instance, AN, ID, DT, N2.

Field Requirement The field requirement of a field (data element) indicates whether the field is mandatory (M), optional (O), or conditional (C).

ID The identifier type data element is symbolized by the representation, ID. An identifier data element shall always contain a value from a pre-defined list of values.

Mandatory (M) This field (data element) shall appear in the convention.

Min/Max Use The min/max use of a field specifies the minimum and maximum length of a particular field. For example, 1/6 indicates that this data element must carry at least on character, but not more than 6.

N2 The numeric type of field (data element) is represented 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. It is intended that this number will always be positive for the TXP application. In the TXP convention the amount fields are defined as N2 type data elements. Thus, $1200.00 would look as follows *120000*. Note for zero dollar amounts this data element type may contain one character (0).

Optional (O) The appearance of this field (data element) is either at the option of the sending party or (originator) is based on the mutual agreement of the originator and receiver.

Segment Identifier TXP must be entered in this field. This identifies the transaction as a tax payment.

Segment Terminator Each segment ends with a segment terminator (\). The terminator denotes the end of the segment.

Separator The separator or data element separator is used to separate fields (data elements) within a segment. The character to be used as separator is the asterisk (*).

Taxpayer Identification The Taxpayer Identification data element contains the taxpayer's fifteen (15) digit identification number as assigned by the Kansas Department of Revenue. This field is all alpha numeric with no spaces or dashes.

Tax Period End Date THIS FIELD CONTAINS THE **TAX PERIOD** END DATE ONLY.

Tax Type Code The tax type code is used to identify the type of tax being paid. The tax type code for your Withholding tax is **(01100).**

Taxpayer Verification The taxpayer verification field is an optional field that may be used by the receiver to verify the taxpayer's identity.

The following example is included for informational purposes only.

STATE OF KANSAS
WITHHOLDING TAX

TAXPAYER NAME AND ADDRESS: TAXPAYER ID #   **036123456789F01**
WHEATLAND, **INC.**
415 File St.
Wheatland, Ks. 11111 TAX TYPE: Withholding Tax   **(01100)**

Example

TAX AMOUNT OWED:	$ **10,000.00**	TAX PERIOD END DATE:	December 31, 2001
PENALTY AMT OWED:	$ **1,500.00**		**(011231)**
INTEREST AMT OWED:	$ **0.00**		
TOTAL AMT. OWED:	$ **11,500.00**		

The information listed above is formatted as follows:

TXP*036123456789F01*01100*011231*T*1000000*P*150000*I*000****