

# Corporation tax ACH credit format

## Corporation Tax

### ACH Credit CCD+ Format

#### Record Format Specifications and Layout

For ACH Credit Corporation Tax payments, the Tax Department uses the National Automated Clearing House Association (NACHA) Cash Concentration and Disbursement Plus One Addenda Record (CCD+) format.

There are two sections you must complete for the ACH Credit transaction:

1. Record 6 (ACH Credit payment) - Includes the payment information, including to whom, how much and from whom.
2. Record 7 (CCD+ Special Addenda Record) - Includes required CT return information.

The specifications and layouts, including examples, for Record 6 and Record 7 are detailed on the following pages. All ACH Credit CT payments must adhere to these specifications so that they can be properly identified and correctly applied by the Department.

#### Record 6 Specifications and Layout

**Note:** All fields are mandatory unless otherwise noted.

Field description	Field position	Field size	Field input type	Notes
Record type code	1	1	6	Input is always '6'.
Transaction code	2-3	2	22	Input is always '22'.
Receiving Depository Financial Institution (RDFI)	4-12	9	<b>121000248</b>	Input is always '121000248'.
DFI account number	13-29	17	<b>4547731034</b>	Input is always '4547731034'. Left justify and leave the last spaces in the field blank.
ACH credit \$ amount	30-39	10	\$\$\$\$\$\$\$cc	This is the amount of tax that will be remitted to the State of New York. This field is 10 positions, right-justified, numeric and without a decimal point or commas. Any unused spaces should be filled with zeros.
Identification number	40-54	15	Alpha numeric	This is the taxpayer ID as entered on the CT return.
Business name	55-76	22	Alpha numeric	This is the name of the company remitting payment. Input is left-justified and alpha-numeric. Any unused field positions should be left blank. If your company name is longer than the 22 characters available, you should enter the first 22 characters just as they appear on your corporation tax return.



Separator	38	1	*	
Main state form name	39-48	10	Alpha numeric	Enter the main state form that you will be or have filed for the tax year the payment is to be applied to (for example, CT-3.)
Separator	49	1	*	
State amount	50-59	10	Numeric	This is the amount of the payment to be applied to NYS tax. Do not put a decimal between dollars and cents. If your liability is zero, leave blank and continue to the next field entry.
Separator	60	1	*	
MTA amount	61-70	10	Numeric	This is the amount of the payment to be applied to MTA tax. Do not put a decimal between dollars and cents. If your liability is zero, leave blank and continue to the next field entry.
Separator	71	1	*	
Payment type indicator	72	1	Alpha	Enter 'R' if the payment is a return payment. Enter 'E' if the payment is an extension payment. Enter 'I' if the payment is an installment or estimated tax payment.
Separator	73	1	*	
Access code	74-82	9	Leave blank.	
Segment terminator	83	1	\	Input is always '\'.
Special addendum sequence number	84-87	4	0001	Input is always '0001'.
Entry detail sequence number	88-94	7	Numeric	For Bank Use.

### Record 7 Example

XYZ Corporation (tax identification number 010203045) is filing a CT-3 for January 1, 2016 through December 31, 2016 and is submitting the balance due of \$1,980.00 by ACH credit. \$1,000.00 of the amount due should be applied to state tax while the remaining \$980.00 amount due should be applied to MTA.

