

GUIDELINES FOR FILING CITY INCOME TAX ELECTRONICALLY

TAX PAYMENT FORMAT: CCD+

Receiving DFI Routing/Transit Number: 042207735
Receiving DFI Account Number: 00073356120

TAX PAYMENT (TXP) ADDENDA RECORD

TXP01	Taxpayer ID	000000000	Client's Fed ID no dashes
TXP02	Tax Payment type code	011	
TXP03	Tax Period Ending Date	YYMMDD	
TXP04	Amount Type	T	
TXP05	Tax Amount	\$\$\$\$\$\$cc	amount remitting
TXP06	Amount Type	not used	
TXP07	Tax Amount	not used	
TXP08	Amount Type	not used	
TXP09	Company Name	Payroll company submitting payment	
TXP10	Taxpayer Verification	0000000W	(Must have a City of Toledo Withholding account number)

These fields should be delimited by an * in the TXP record.

TXP09 should be used by payroll companies to put the name (up to 30 characters) of the payroll company that is submitting for the company specified in the batch header (type 5 record).

The TXP10 Taxpayer Verification is the taxpayer's new Toledo account number. If the taxpayer currently has a Toledo account, the new account number is the last 7 digits of the account number. The "W" that is part of the Taxpayer Verification indicates that it is the withholding account.

For a City of Toledo account number, complete the Tax Registration Questionnaire, which can be found on our website: Toledo.oh.gov (under tax forms and information) which can be faxed to the Tax Department at 419-936-2320. We can fax the account number back to you should you request that we do so.

Sample addenda record, column 1 – 83, submitted by a payroll company:
705TXP*123456789*011*160930*T*12589**My Payroll Company Name*1234567W**

Sample addenda record, column 1 – 83, not submitted by a payroll company:
705TXP*123456789*011*160930*T*12589***1234567W**