

**West Virginia
State Tax Department**

Electronic Funds Transfer

**Program Information
Guide**

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Electronic Funds Transfer
Program Information Guide**

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The information contained in this program guide is accurate to the best of our knowledge.
It is intended to assist taxpayers and is not a substitute for tax laws or regulations.

GENERAL INFORMATION

EFT is an electronic method for instructing financial institutions to debit or credit customer accounts and thereby effect a transfer of funds from one account to another. EFT methods are faster and more secure for moving funds than paper checks.

West Virginia accepts both the ACH Credit and ACH Debit method of payment. Instructions for both are included in this packet. Fedwire is not an EFT payment method alternative that is available to EFT taxpayers, except on an emergency basis with prior authorization by the Department.

Certain taxpayers are required to pay by EFT, but all taxpayers are encouraged to participate in the program. West Virginia's voluntary program has grown significantly because of the convenience, efficiency, and security associated with paying by EFT.

For taxable years or reporting periods beginning on or after January 1, 2004, all taxpayers having a tax liability of \$100,000.00 or more per tax type will be required to make their tax payments by EFT. A determination will be made by the Department, on a tax type basis, and will be based on individual payments rather than the aggregate of payments made during the preceding 12-month period between July 1 and June 30 immediately preceding the calendar year for which the determination is made that a taxpayer must pay taxes by EFT. See the section that follows regarding Mandatory EFT.

For taxable years or reporting periods beginning January, 2005, all Severance Taxpayers having a total liability of \$50,000 or more for the preceding 12-month period between July 1 and June 30, immediately preceding the calendar year for which the determination is made are required to make their tax payments by EFT

The following taxes administered by the West Virginia State Tax Department are eligible for EFT.

Consumer Sales & Use	Business & Occupation	Tobacco Products
Soft Drink Tax	Surface Mining Reclamation	Telemarketers
Motor Carrier Road	Health Care – Severance	Health Care – Broad Base
Withholding	Personal Income Tax Bills	Personal Income Tax Annual
Personal Income Tax Estimated	Severance	Timber Severance
Telecommunications	Corporate Income/Business Franchise	Solid Waste
Worker's Comp Additional Severance	Coal Severance	Direct Pay
Special District Excise	Wine/Liquor	Wine Liter
Wine Label Fee	Beer Barrel	Waste Coal
Mobile Factory Built Homes Fee	Pass Through Entities	Fiduciary
Non-Resident Composite	Raffle	Raffle Board Games
Bingo	Motor Fuels – Blender	Motor Fuels – Distributor
Motor Fuels – Exporter	Motor Fuels – Floorstock	Motor Fuels – Importer
Motor Fuels – Backup	Motor Fuels – Terminal Operator	Motor Fuels – Producer
Motor Fuels – Refund	Motor Fuels – Supplier	Motor Fuels - Transporter

★★★ IMPORTANT ★★★

FILING REQUIREMENTS WHEN PAYMENT MADE BY EFT*

Using EFT to remit your tax liability makes no changes to the filing requirements of your tax returns. Your returns must still be filed, on or before the statutory due date, in paper or on-line with the West Virginia State Tax Department.

MANDATORY ELECTRONIC FUNDS TRANSFER (EFT)

For taxable years or reporting periods beginning on or after January 1, 2004, all taxpayers having a tax liability of \$100,000.00 or more per tax type will be required to make their tax payments by EFT. The Department will make an annual identification of those taxpayers who are required to make their tax payments by EFT for each tax type. The Department will notify each affected taxpayer of their requirements to file an Application for Electronic Funds Transfer and the tax types that they will be required to pay by EFT. A taxpayer may be required to make payments for one type of tax yet may not be liable for making payments by EFT for another type of tax.

On an annual basis, the Department will review the most recently completed 12-month period between July 1 and June 30 immediately preceding the calendar year for which the determination is made that a taxpayer must pay taxes by EFT. The Department will determine whether a taxpayer meets the \$100,000 tax liability threshold (\$50,000 in total payments for Severance taxpayers) requiring payment of taxes by EFT by considering the total of payments made for a single reporting period for a tax type. Examples of this are the payments made for a tax type, which is required to be paid on a monthly basis, on a quarterly basis, on an annual basis, or with an extension request.

At least 90 days prior to the date of the first required payment, the Department will mail a written notice to all EFT taxpayers identified in the annual review of transactions informing them that they are required to make payments for a tax type using EFT. The notice shall be mailed to the last address of record for the taxpayer. The notice shall (1) provide the taxpayer with an explanation of W. Va. Code §11-10-5t; (2) identify the tax types to be paid using EFT; (3) provide an explanation of the payment alternatives available to the taxpayer; and (4) provide the taxpayer with Form WV/EFT-5, Electronic Funds Transfer Application.

Within 30 days after the notice with Form WV/EFT-5 is provided to the taxpayer, the taxpayer shall return a properly completed Form WV/EFT-5 to the Department including each of the tax types the taxpayer is required to pay using EFT. The taxpayer shall use the form to make an election as to which payment method the taxpayer will use or provide a written statement explaining the reason the taxpayer seeks to be exempted from the requirement to make payments for a tax type using EFT. See page xxx for instructions on filing the EFT application on-line.

Within 30 days after receipt of the taxpayer's election, the Department shall provide instructions explaining the payment procedures for the method selected to the taxpayer.

If the Department receives no response from the taxpayer within 30 days, the Department shall provide the taxpayer with a second notice, utilizing certified mail. If no response to the second notice is received within ten days, the taxpayer is subject to all applicable penalties, additions to tax, and interest for each payment that is equal to or in excess of the threshold amount for that period.

Upon a showing by the taxpayer, to the satisfaction of the Commissioner, that the taxpayer will not be making payments for a tax type equal to or in excess of the

threshold amount for the period, the Commissioner shall waive the requirement to make payments by EFT. If the taxpayer subsequently makes a non-EFT payment in an amount equal to or in excess of the threshold amount for the period for which the Commissioner waived the requirement to make payments using EFT, the taxpayer may be subject to all applicable penalties, additions to tax, and interest.

Taxpayers required to make payments using EFT shall initiate the transaction so that the amount due is deposited as immediately available funds to the State of West Virginia's bank account on or before the due date under the applicable tax law. If a tax payment due date falls on a Saturday, Sunday, or bank holiday, payment by EFT shall be made so that the funds are immediately available in the State Treasurer's account on the first business day after that due date. If the date on which the taxpayer is required to initiate either an ACH Debit or an ACH Credit transaction falls on a Saturday, Sunday, or a State or banking holiday, the taxpayer shall initiate the transaction on the preceding business day.

If the taxpayer elects to use the **ACH Debit Pay-by-Phone** payment method, the taxpayer shall furnish the Department with the information needed to complete the transaction. The taxpayer shall initiate the transaction by calling the Department's automated pay-by-phone system at the telephone number specified in the instructions.

If the taxpayer elects to use the **ACH Credit** payment method, the taxpayer is responsible for ensuring that the bank originating the transaction has the information necessary for timely completion of the transaction. Also, the taxpayer is responsible for the correct completion of the transaction. The taxpayer shall provide the information necessary for the bank to complete the NACHA CCD+ entry with the required TXP Banking Convention addenda record. The Department reserves the right to revoke the ACH Credit method payment privilege of any taxpayer for the following reasons: Failure to consistently transmit error-free payments; Substantial variation from the requirements and specifications of this rule; Failure to make timely EFT payments or to provide timely payment information; or, failure to provide a properly formatted addenda record required by this rule with the EFT payment.

Fedwire is not an EFT payment method alternative that is available to EFT taxpayers, except on an emergency basis with prior authorization by the Department.

PENALTIES FOR NONCOMPLIANCE

The provisions of West Virginia Code 11-10-1 et seq., govern the administration of any tax, interest, additions to tax or penalty assessed due to late EFT payments. West Virginia Code §11-10-5t imposes, in addition to any other additions to tax or penalties that may be applicable, a civil penalty for failing or refusing to use an appropriate EFT method when required to do so. The amount of the penalty is three percent of the total tax liability, which is or was to be paid by EFT.

Failure of a taxpayer to respond to the notification from the Department concerning the required use of EFT to make payments for a tax type or failure to timely or properly make EFT payments in accordance with this rule subjects the taxpayer to applicable penalties, additions to tax and interest, as provided by the Code, for delinquent or underpaid tax payments. If payment is made for a tax type for which a taxpayer was

required to make payments using EFT and the payment is made in a method which is not in accordance with the procedures, penalties, interest and additions to tax for late filing and late payment, for that tax type, may be assessed as specified in the Code. In addition to any penalty that may be imposed, interest shall be added to the amount of tax due from the due date of the tax payment to the date that the funds become available to the State Treasury. The Department may waive the penalty and additions to tax if the taxpayer can demonstrate that the failure was due to reasonable cause and not due to willful neglect. Errors made by the Department, the State Treasury or the taxpayer's bank which result in a late payment by the taxpayer do not subject the taxpayer to penalties, additions to tax, or interest.

When a taxpayer uses the ACH Debit payment method, the State of West Virginia's bank is the originating bank and is responsible for the accuracy of the transmission. If the taxpayer has timely initiated the ACH Debit transaction, received a confirmation of the verification number, and demonstrated that adequate funds were available in the bank account, then the fact that the transaction is not properly completed does not subject the taxpayer to penalties, additions to tax or interest.

When a taxpayer uses the ACH Credit payment method, the taxpayer's bank is the originating bank and the taxpayer is primarily responsible for the accuracy and proper completion of the transaction. In order to prove timely compliance, the taxpayer shall show timely initiation of the transaction; shall have provided the correct information for the NACHA CCD+ entry and the required TXP Banking Convention addenda record; and shall show that there were sufficient funds in the account and that the financial institution properly completed the transaction in a timely manner. If the taxpayer makes this showing, no penalties, additions to tax or interest apply to the payment if the transaction is not properly completed.

A taxpayer required to make EFT payments, but unable to make a timely payment because of system failures within the Automated Clearing House system, which are beyond the taxpayer's control, is not subject to penalties, additions to tax or interest for late payment.

Additional information about West Virginia's mandatory EFT program for tax payments may be found in Legislative Rule Title 110, Series 10F.

PROOF OF PAYMENT

In the case of an ACH credit transaction or Fedwire, the Department shall consider the tax to have been paid on the date the money is received by the State of West Virginia's bank account. In the case of an ACH debit transaction, the Department shall consider the tax paid on the next business day after the transaction was initiated by the taxpayer. The proof of payment by the taxpayer depends on the payment method used.

Payment in an ACH Debit transaction may be proven by use of the verification code received from the Department when the transaction was initiated, together with a statement from the taxpayer's bank showing a transfer that decreases the taxpayer's account balance by the correct amount, the date of the transfer and the identity of the payee as the State of West Virginia.

Since an ACH Credit transaction is initiated and generated by the taxpayer, the taxpayer has responsibility for the proper and timely completion of the transaction. The taxpayer has the responsibility to ensure that it is provided an ACH trace number by the bank originating the transaction. This trace number; proof of the NACHA CCD+ entry showing the State's bank routing and transit number and bank account number; and a statement from the taxpayer's bank showing a transfer that decreased the taxpayer's account balance by the correct amount, the date of the transfer and the identity of the payee as the State of West Virginia together, constitute proof of payment by the taxpayer.

CORRECTION OF ERRORS

If an error in the EFT payment process results in either an underpayment or an overpayment of the tax, the taxpayer shall promptly contact the Department. An overpayment may be used as a credit against a future tax liability or the taxpayer may apply for a refund. The Department shall make every reasonable effort to expedite a refund requested by the taxpayer to correct an EFT overpayment error.

When possible, the taxpayer shall attempt to correct errors made in initiating an ACH Debit payment during the same day the transaction was initiated by the taxpayer. Otherwise, the taxpayer shall contact the Department on the next business day after the error is discovered for specific instructions on how to correct the error.

In the event a taxpayer using the ACH Debit method communicates payment information to the Department after 12:00 a.m. (midnight) Eastern Time on the business day before the due date, the payment shall be posted to the taxpayer's account on the next business day following the due date and constitutes late payment.

Failure of a taxpayer to make a timely EFT payment because of circumstances under the taxpayer's control, including but not limited to insufficiency of funds in the taxpayer's account or a direct payment to the Department using an unauthorized payment method, subjects the taxpayer to penalties, additions to tax and interest.

EMERGENCY PAYMENTS

In the event the Commissioner determines that a taxpayer is unable to effect a timely EFT payment due to extenuating circumstances beyond the taxpayer's control, the Tax Commissioner may allow the taxpayer to use Fedwire.

For example, if on the due date of an EFT payment the taxpayer becomes aware that an error was made in the EFT payment which cannot be corrected on that day, the taxpayer may contact the Department and request authorization to correct the payment with Fedwire. The Commissioner may grant authorization to use Fedwire for that one payment. The Commissioner shall base that decision upon the taxpayer's payment history as well as the taxpayer's compliance with prescribed rules regarding EFT payments.

If the Commissioner authorizes the request, he or she shall provide the taxpayer with all information to be included in the free-form field of the Fedwire.

To request authorization the taxpayer shall contact the Revenue Division Director at (304) 558-8709 between the hours of 8:30 AM and 4:30 PM Eastern Time. The taxpayer shall present the extenuating circumstances which prevent timely compliance using the ACH Debit method or ACH Credit method, and request authorization to use Fedwire to transfer the payments in question to the State Treasury.

The Department shall give taxpayers who are granted authorization to use Fedwire transfer specific instructions regarding the payment information that must accompany the transfer.

All Fedwire transfers shall be accompanied by an addenda record, in the format specified by the Department, including the following information: Taxpayer's identification number; Tax type code; Tax period end date; Payment type; and Amount of payment.

The Department shall not bear any costs associated with the Fedwire transfer.

Unauthorized Fedwire transfers constitute late payment and are subject to appropriate penalties, additions to tax and interest.

Authorized Fedwire transfers which are not received by the State Treasury on or before the due date of the transmitted payments constitute late payment and are subject to appropriate penalties, additions to tax and interest.

ACH DEBIT PAY-BY-PHONE PAYMENT METHOD

Under the ACH Debit method, the taxpayer makes a telephone call to the West Virginia State Tax Department's Pay-by-phone automated tax payment system to initiate a request for the amount of tax payments to be debited from a designated account at their bank.

Overview of the ACH Debit Pay-by-Phone Option

The taxpayer submits an EFT authorization application (EFT-5) designating ACH debit as the EFT method. The taxpayer is then registered in the Department's EFT database, which automatically generates a personal identification number (PIN) for that account. A letter is issued to the taxpayer confirming approval of the application. The approval also contains the PIN and full instructions for accessing the Pay-by-phone system. The taxpayer is also advised when to begin remitting by EFT. A separate EFT-5 is required for each account number remitting by EFT.

At the end of the tax payment call, a reference number is provided. You should record the reference number, the date you called to initiate the payment, the amount of the payment, and the settlement date you entered during the call, and the verification code calculated during the call. If there is every any question about a particular payment, you will be asked to provide this information for research purposes.

Each business day, a file from the Pay-by-phone system is transmitted to the Department's bank. The file contains the payments, which have been directed by taxpayers to be debited from their account that day. The bank then submits the file to the ACH network for processing. The ACH network presents a request for debit to the taxpayer's bank account on the transfer date.

ACH Debit Pay-by-Phone Considerations

- The system has a 30-day warehousing capability. You can call in the tax payment any time after the end of the reporting period for which you wish to make a payment. Anytime after this date you can indicate the specific date the payment is to be debited from your bank account. Note: there are no warehousing capabilities when filing on-line.
- In order to be considered timely, the call must be completed by 12:00 A. M. (Midnight) Eastern Time of the legal business day before the due date.
- To use the system you must have registered prior to calling and received your PIN number.
- To use the system you must have a valid Tax ID number and PIN number.
- To use the system, you must calculate a verification code related to the payment prior to calling the system.
- Do not call in payments with a deduct date the same date as the call.
- If you receive a duplicate confirmation number or a confirmation number of all zeroes, the payment was not accepted.

MANY WEST VIRGINIA TAXES CAN BE FILED ON-LINE
GO TO WWW.WVTAX.GOV AND SELECT THE MYTAXES LINK
YOU MAY ALSO ELECT TO PAY VIA ON-LINE DEBIT USING MYTAXES

TOUCH-TONE INSTRUCTIONS FOR PAY-BY-PHONE ACH DEBIT SYSTEM

IMPORTANT: To be considered timely, your call to the West Virginia Pay-by-phone Automated Tax Payment System must be completed before 12:00 AM Midnight Eastern Time on the business day before the due date.

Call Toll-Free 1-800-422-2075 or locally (304) 344-2068 and choose Option 2

1. System: Welcome to the West Virginia State Tax Department's automated tax payment system.
If you know your PIN number Press 1
To exit the system, simply hang up
Caller: 1
2. System: Please enter your 12-digit tax identification number and press the pound key.
Caller: TAX ID Number#
3. System: Please enter your 5-digit PIN number and press the pound key.
Caller: PIN Number#
4. System: To make a tax payment Press 1
Caller: 1
5. System: Please enter the five-digit tax type code corresponding to the tax you are paying and press the pound key. To hear a list of tax type codes and descriptions press only the pound key
Caller: TAX Type Code (5 digits)#
6. System: The tax type you have chosen is (spoken type)
If this is correct Press 1
To re-enter Press 2
Caller: 1
7. System: Please enter the reporting period ending date for your tax payment. Enter 2 digits for month, 2 digits for day and 2 digits for year and press the pound key.
Caller: MMDDYY#
8. System: The date you entered was (mmdyyy)
If this is correct Press 1
To re-enter Press 2
Caller: 1
9. System: Please enter the dollar amount you wish to pay, and press the pound key.
Caller: \$\$\$\$\$\$#
10. System: Please enter the cents and press the pound key. If no cents, press only the pound key.
Caller: cc#
11. System: The amount you entered was (\$nnnn.nn)
If this is correct Press 1
To re-enter Press 2
Caller: 1
12. System: Please enter the date you wish your payment to be deducted from your bank account. Enter 2 digits for month, 2 digits for day and 2 digits for year, and press the pound key. To enter tomorrow's date, press only the pound key.
Caller: MMDDYY#
13. System: Your payment will be debited from your bank on (mmdyyy)
If this is correct Press 1
To re-enter Press 2
Caller: 1
14. System: Please enter the verification code for your tax payment and press the pound key.
For help, press only the pound key.
If you make a mistake and wish to re-enter, press the star key.
Caller: nnnnnnnn#
15. System: A payment in the amount of (\$nnnn.nn) for (pre-recorded tax type) will be debited from your bank account ending in (nnnn) with an effective date of mmdyyy
To authorize this transaction Press 1
For other payment options Press 2
Caller: 1
16. System: Thank you for using the West Virginia Pay-by-Phone System. Please make a note: The confirmation number for this payment is (nnnnnnnn). Please remember to mail your completed form to the address specified.

To repeat the information press the star key.
If you wish to make another payment Press 1
To return to the main menu Press 9
To exit the system, simply hang up

ACH DEBIT VERIFICATION CODE

The Verification Code is a code you must calculate. The Verification Code you calculate must equal the verification code that the pay-by-phone system calculates in order to complete your call. Prior to making your debit call, calculate the verification code for EACH payment you are reporting. Calculating your Verification Code is easy. See the following example to illustrate how your verification code is calculated.

Use the amount of your payment to calculate the verification code.

For example: Tax payment = **\$215.17**

Calculate your verification code in the following manner:

Step 1. Add the sum total of all digits: **$2+1+5+1+7=16$**

Step 2. Count the number of digits in the Amount
In this example, there is a total of 5: **$2, 1, 5, 1, 7 = 5$**

Step 3. Add the amount in Step 1 to the amount in Step 2: **$16 + 5 = 21$**

The Verification Code is "**21**"

ACH Credit Payment Method

Upon submission of an Application for Electronic Funds Transfer (EFT-5) indicating the selection of the ACH Credit method of payment, the taxpayer information will be entered into the EFT database and issued a letter of approval. The following information is to be used by the taxpayer to make payments by ACH Credit:

1. The EFT tax payments must be transferred to the State of West Virginia's bank account by the due date of the taxes. The following transit/routing number and bank account number must be used for the payments:

Bank Transit/Routing Number:

Bank Account Number:

Bank Account Title:

Banking data will be provided once you have completed and submitted the Electronic Funds Transfer application Form WV/EFT3
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2. Your financial institution will initiate the Automated Clearing House (ACH) file containing the tax payment transactions.
3. To ensure proper identification of the tax payments, your company is responsible for ensuring that the financial institution initiating the ACH payment files provides the correct information in the TXP Banking Convention Addenda Record of the payment transactions.
4. The TXP Banking Convention Addenda Record requires the following information:
 - Taxpayer ID
 - Tax Type Code
 - Tax Period End Date
 - Amount Type
 - Payment Amount
5. A separate Addenda Record must be included for each return filed.

Before You Begin Submitting ACH Credit Payments

1. The Taxpayer, before receiving final approval of the application to make payments by electronic funds transfer, must submit a zero return as a prenote to ensure the accurate layout of the file. The taxpayer must notify the Tax Department prior to submitting the prenote by calling the Revenue Division Director at (304) 558-8709.
2. This is a one-time process. Once the prenote has been received and approved the taxpayer will be notified to begin electronic funds transfers. Taxpayers may not begin submitting electronic funds transfers until the prenote has been approved.

Sequence of Events

After the taxpayer has registered and been approved to make tax payments using the ACH Credit Payment Method, the sequence of events in making the payments will be as follows:

1. The taxpayer will determine the total amount of tax due with respect to the tax for which the payment is being made, including any interest and penalty.
2. At a time arranged between the taxpayer and the taxpayer's financial institution, which must be done before the due date of the payment, the taxpayer will provide the financial institution with the information necessary to initiate a timely ACH Credit transaction utilizing the National Automated Clearinghouse Association (NACHA) CCD+ entry and the TXP Banking Convention Addenda Record. In some cases, the taxpayer may actually create the ACH file and submit it to a financial institution for submission to the ACH Network. Additional information concerning the TXP Banking Convention Addenda Record required by the State of West Virginia can be found in the section titled "West Virginia Requirements for the TXP Addenda Record."
3. The taxpayer must file the return on or before the deadline.
4. The payment amount authorized by the taxpayer and initiated by the taxpayer's financial institution will be transferred from the taxpayer's bank account to the State of West Virginia's bank account the following day.
5. The State of West Virginia's bank will provide the information in the ACH file and in the TXP Addenda Record to the State of West Virginia for the payments to be credited to the taxpayer's account.

Summary of ACH Credit File Requirements

ACH files are usually originated by the taxpayer's financial institution, but in some cases the taxpayer may have made arrangements with a financial institution to create the file. For additional information concerning ACH files, please contact your financial institution or the Automated Clearinghouse Association for your region. An excellent source of information concerning ACH file requirements is NACHA's annual *ACH Rules: A complete Guide to Rules and Regulations Governing ACH Networks*.

Summary of Records in ACH Files:

1. Each ACH file begins with a File Header Record.
2. After the File Header, there may be any number of batches.
3. Each batch is identified by a Batch Header Record and contains one or more Entry Detail Records. A TXP Addenda Record is required for each Entry Detail Record.
4. At the end of each batch is a Batch Control Record.
5. Each file is ended with a File Control Record.

The records in ACH files must be in the following Sequence:

ACH Header Label Record

File Header Record

Batch #1 Company/Batch Header Record
 Entry Detail Records with TXP Addenda Records
 Company/Batch Control Record

Batch #2 Company/Batch Header Record
 Entry Detail Records with TXP Addenda Records
 Company/Batch Control Record

Batch #n Company/Batch Header Record
 Entry Detail Records with TXP Addenda Records
 Company/Batch Control Record

File Control Record

ACH Trailer Label Record

Any other sequence will cause the file to be rejected.

ACH Credit File Structure

The following is a brief description of the ACH file structure. Refer to NACH's *ACH Rules: A Complete Guide to Rules and Regulations Governing the ACH Network* for more complete information.

File Header Record:

The File Header Record designates physical file characteristics and identifies the immediate origin (Sending Point or ACH) and destination (Receiving Point or ACH) of the entries contained within the file or within the transmitted batch data. In addition, this record includes date, time, and file identification fields which can be used to identify the file uniquely.

Company/Batch Header Record:

The Company/Batch Header Record identifies the Originator and briefly describes the prearranged paperless credit. For example, "Tax Payment" indicates the reason the transaction was originated. The Company/Batch Header Record contains the Transit Routing/ABA Number of the Originating Depository Financial Institution (ODFI) for settlement, routing of returns, and other control purposes. In addition, the Company/Batch Header Record can indicate the

intended effective date of all transactions within the batch. The information contained in the Company/Batch Header Record applies uniformly to all subsequent Entry Detail Records in the batch.

Entry Detail Record:

Entry Detail Records contain that information sufficient to relate the entry to the Receiver; i.e., individual Depositing Financial Institution (DFI) account number, identification number, name, and the credit amount.

The information in the Company/Batch Header Record must be incorporated in the Entry Detail Records to describe fully that entry and all participants in the transaction. The information in the Company/Batch Header Record identifies the originator. The Trace Number identifies the Originating Depositing Financial Institution. Depositing Financial Institution account information identifies both the Receiving Depository Financial Institutions (RDFI) and the specific account. The identification of the automated clearinghouse is implied through the transit and routing numbers of the ODFI and RDFI. In addition to the basic entry format, transaction codes for entry detail records have been defined to accommodate pre-notification records and return entries. Pre-notifications are zero dollar entries, identical to the basic entry format, but with appropriate transaction codes and zeros in the amount field. Pre-notifications can be placed in a batch with other dollar entries or sent separately.

Addenda records will be used by the originator to supply additional information about entry detail records that will be passed from the ODFI through the ACH to the RDFI. Only the NACHA sanctioned formats will be permitted as specified by the addenda type code. See the section titled "West Virginia Requirements for the TXP Addenda Record."

Company/Batch Control Record:

The Company/Batch Control Record contains the counts, the hash, and dollar controls for the preceding detail entries within the indicated batch.

Since pre-notifications and addenda records are zero dollar records, they are excluded from the total dollar amounts. Pre-notifications are hashed. Addenda records are not hashed. Both pre-notifications and addenda records are included in the entry/addenda counts; batch header and batch control records are not included.

File Control Record:

The File Control Record contains dollar, entry, and hash total accumulations from the company/batch control records in the file. This record also contains counts for the number of blocks and the number of batches within the file.

West Virginia TXP Addenda Record:

The TXP Banking Convention Addenda Record is made up of five major components:

- Taxpayer Id
- Tax Type Code
- Tax Period End Date
- Amount Type
- Amount

Record formats are provided and the major components are explained on the following pages. Failure to provide the proper and correct information in the TXP Addenda Record may prevent the State Tax Department from properly crediting the taxpayer with the payment.

West Virginia Requirements for the TXP Addenda Record (ACH Credit)

Taxpayer ID:*

The Taxpayer ID field may be one of the following:

- 12 character numeric field made up of the Taxpayer ID number (FEIN or SSN) and WV adjustment code
- 9 digit Federal Employer Identification Number
- 9 digit Social Security Number
- 8 digit WV Tax Account Number

*Up to twelve digits may be used in the Identification Number Do not fill any remaining spaces with zeroes or blanks. Do not include dashes.

Tax Type Code:

Valid Tax Type Codes are listed in a subsequent table. Should you have any questions identifying a Tax Type Code, please call the Revenue Division Director at (304) 558-8709.

Tax Period End Date:

The Tax Period End Date field is a six (6) digit numeric field in the order of YYMMDD. This field must indicate the last day of the period covered by the related tax return.

For example, if reporting the December, 2009 Tax Period End Date, 091231.

Payment Amount Type:

The amount type field is one (1) character alphanumeric field. The letter “T” is used for regular tax payments.

Payment Amount:

The amount field is a ten (10) digit numeric field including the cents. For example, the amount \$1,234,567.89 would be populated in the field as 123456789.

If the amount of tax that you are paying exceeds \$99,999,999.99, transmit a separate transaction for the balance.

To ensure proper credit for the EFT payment, extreme care must be exercised in providing the correct information in the TXP Addenda Record

**West Virginia Requirements for the TXP Addenda Record
TXP Banking Convention and Addenda Record Format**

Field Name, Data Elements & Separators	Field Size	Position		Contents
		Start	End	
Segment Identifier	3	1	3	TXP
Separator	1	4	4	*
Taxpayer ID	12*	5	16	Numeric
Separator	1	17	17	*
Tax Type Code	5	18	22	See Tax Type Table
Separator	1	23	23	*
Tax Period End Date	6	24	29	YYMMDD (Numeric)
Separator	1	30	30	*
Payment Amount Type	1	31	31	T
Separator	1	32	32	*
Payment Amount	10	33	42	\$\$\$\$\$\$\$¢¢
Terminator	1	43	43	\

*Up to 12 characters may be used. Do NOT fill extra spaces with zeroes or blanks. Do not include dashes.

Here is an example of a properly formatted TXP addenda record for ACH Credit

705TXP*123456789001*04201*010131*T*99999999\

Seg. ID.	Taxpayer ID	Tax Code	Pd. End Date	Payment Amount
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WEST VIRGINIA TAX TYPE CODES

TAX	TAX TYPE CODE*	TAX	TAX TYPE CODE
Consumer Sales & Use Tax	04201	Wine Liter Tax	06225
Business & Occupation	04603	Wine Label Fee	06226
Tobacco Products Tax	07208	Beer Barrel Tax	06327
Soft Drink	07609	Waste Coal	08697
Surfacing Mining Reclamation	08813	Mobile Factory Built Homes	04223
Telemarketers	10042	Pass Through Entities	01085
Motor Carrier Road	05331	Fiduciary Tax	01076
Health Care – Severance	16066	Non-Resident Composite	01086
Health Care – Broad Base	16068	Raffle	14114
Withholding	01170	Raffle Board Games	14129
Personal Income Tax Bills	01075	Bingo	14104
Personal Income Tax Annual	01080	Motor Fuels – Blender	05050
Personal Income Tax Estimated	01080	Motor Fuels – Distributor	05054
Severance Tax	08692	Motor Fuels – Exporter	05056
Timber Severance	08694	Motor Fuels – Floorstock	05057
Telecommunications	04993	Motor Fuels – Importer	05058
Corporate Income/Franchise	02095	Motor Fuels – Backup	05061
Solid Waste	12096	Motor Fuels – Terminal Op.	05062
Workers Comp Add'l Severance	08689	Motor Fuels – Producer	05063
Coal Severance	08687	Motor Fuels- Refund	05064
Direct Pay Tax	04251	Motor Fuels – Supplier	05065
Special District Excise	04252	Motor Fuels – Transporter	05069
Wine/Liquor Tax	04253		

ON-LINE REGISTRATION FOR ACH CREDIT AND PAY-BY-PHONE DEBIT

Taxpayers, who have not previously registered for EFT may do so on the Tax Department's web site at www.state.wv.us/taxdiv. The application is under the link "Electronic Filing ...for business."

Taxpayers must already have a valid West Virginia Tax Identification Number to register. Once the registration is submitted, you will receive a Personal Identification Number (PIN) via email. This PIN may be used to file returns on line or to pay-by-phone.

During the registration process, you will be asked to selected either the ACH Debit or ACH Credit payment option. If you choose the ACH Credit option, your approval email will also contain the Tax Department's banking information so that you may make your payments.

If you attempt to register on-line and received a message indicating that account number is already registered, you must complete a paper application.

West Virginia Recommendations for the

Company Batch Header Record

The TXP Addenda Record may not always be completely received by the West Virginia State Tax Department because of an error or software problems. If that occurs, it may not be possible to identify the taxpayer making the payment. To assist in resolving these error conditions, please provide the following information in the Company Batch Header Record.

Field Name	Recommended Contents
Company Name	Please enter the first sixteen (16) characters of the taxpayer name.
Company Identification	Please enter the number "1" plus the Federal Employee Identification Number of the taxpayer.
Company Entry Description	Please enter "TAXPAYMENT"

Entry Detail Record

The TXP Addenda Record may not always be completely received by the West Virginia State Tax Department because of an error or software problems. If that occurs, it may not be possible to identify the taxpayer making the payment. To assist in resolving these error conditions, please provide the following information in the Entry Detail Record.

Field Name	Recommended Contents
Individual Identification Number	Please enter the same Taxpayer Identification Number provided in the TXP Addenda Record left justified, zero filled. See "WV Requirements for the TXP Addenda Record" for an explanation of the Taxpayer Identification Number.
Individual Name	Please enter the first twenty-two (22) characters of the taxpayer name.

See NACHA's annual *ACH Rules: A Complete Guide to Rules & Regulations Governing the ACH Network* for a more complete description of the Entry Detail Record.