



ACH-Credit Payment Method Requirements for Making Electronic Payments

The Department requires that you submit a test transaction within two weeks from the date of your enrollment. You are required to send a separate test transaction for each tax type. You must contact your bank as soon as possible to get the ACH-Credit program set up to meet the deadline.

Your request will be denied if you fail to complete a test transaction of at least \$.01 with an error-free CCD+ Addenda Record. If this privilege is denied, you will be required to use the ACH-Debit payment method. Contact the Department at 850-488-6800 if you have questions.

Entry Detail Addenda Record Format

Field Sequence	Field Name	Field Contents	Columns From	To	Field Length
1	Record Type Code	7	1	1	1
2	Addenda Type Code	05	2	3	2
3	Segment ID	TXP	4	6	3
4	Separator	*	7	7	1
5	Taxpayer ID	Alphanumeric	8	22	15
6	Separator	*	23	23	1
7	Tax Type Code	Alphanumeric	24	28	5
8	Separator	*	29	29	1
9	Tax Period End Date	YYMMDD	30	35	6
10	Separator	*	36	36	1
11	Payment Code	Numeric	37	37	1
12	Separator	*	38	38	1
13	Amount	\$\$\$\$\$cc	39	48	10
14	Segment Terminator	\	49	49	1

1. **Record Type Code:** This field must have a value of "7" which will identify this record as an entry detail addenda record.
2. **Addenda Type Code:** The addenda type code defines the specific interpretation and format for the addenda information contained in the same record. The value for this field is "05" which indicates special addenda information for CCD entries.
3. **Segment Identifier:** This field must have a value of "TXP" which identifies this as being a tax payment.
4. **Separator:** This field must be an asterisk (*) which identifies a separator.
5. **Taxpayer Identification:** This field must be the sending company's Florida tax account number.
 - Taxpayers must use their 13-digit certificate number for sales and use tax, solid waste fees and surcharge, and prepaid wireless fees.
 - Fuel and Pollutant taxpayers must use their 9-digit license number, Federal Employer Identification Number (FEIN), or social security number (SSN).
 - Reemployment taxpayers must use their 7-digit account number.
 - Corporate Income, Gross Receipts, and Insurance Premium taxpayers must use their 9-digit EIN.
 - Communications Services taxpayers must use their Business Partner Number.
 - Documentary Stamp taxpayers must use their FEIN or the Contract Object Number.
 - For electronic payments for taxes or fees not listed above, the taxpayer must use the number assigned by the appropriate state agency.

NOTE: Please do not include any dashes or spaces when entering account numbers.

6. **Separator:** This field must be an asterisk (*) which identifies a separator.
7. **Tax Type Code:** This field is used to determine the tax type of the associated payment. See Table 1 on Form DR-655 for the values to be used.
8. **Separator:** This field must be an asterisk (*) which identifies a separator.
9. **Tax Period End Date:** This field is the ending period covered for the associated tax payment. It must contain six numeric values for the year, month, and day.
10. **Separator:** This field must be an asterisk (*) which identifies a separator.
11. **Payment Code - Mandatory:** This field is used to determine the type of payment. See Table 2 on Form DR-655 for the values to be used.
12. **Separator:** This field must be an asterisk (*) which identifies a separator.
13. **Amount:** The amount of this transfer. This must be the same value as the amount field in the entry detail record.
14. **Segment Terminator:** This field must be a back slash (\) to identify it as a segment terminator.

Social Security Numbers

Social security numbers (SSNs) are used by the Florida Department of Revenue as unique identifiers for the administration of Florida's taxes. SSNs obtained for tax administration purposes are confidential under sections 213.053 and 119.071, Florida Statutes, and not subject to disclosure as public records. Collection of your SSN is authorized under state and federal law. Visit floridarevenue.com/privacy for more information regarding the state and federal law governing the collection, use, or release of SSNs, including authorized exceptions.

ACH-Credit Payment Example for Test Transaction

