

● ACH-CREDIT Requirements

Must be registered with two other states. Brief letter with state names and ID numbers.

ACH-Credit is a method of electronically transferring funds. Unlike the ACH-Debit method, where the taxpayer's bank account is debited by the GA. EFT Service Center, the ACH-Credit method requires the taxpayer to initiate the transfer.

You should first contact your bank and make certain it can make transfers using the CCD+ with TXP ADDENDA Format. Once that is determined, you should provide your bank with the Department of Revenue's bank information (see attached ACH Credit Bank Information).

If two transmission errors are made, this approval may be terminated and you will be required to make tax liability payments through the ACH-Debit method.

EFT - How does it work?

Prior to selecting the ACH-CREDIT method you should contact your bank to ensure that it can electronically transfer payments using the CCD+ with TXP ADDENDA Format to the Department of Revenue's bank account. You must contact your bank each time a transfer is to be made, and provide the amount and any other information required for the CCD+ with TXP ADDENDA Format. You should contact your bank, per your bank's instructions, before the tax due date to avoid any penalty and interest charges for a late payment. A copy of the [CCD+ with TXP ADDENDA Format](#), which provides payment information and must be used when a payment is transferred, is attached.

ACH - What is that?

ACH is the abbreviation for Automated Clearing House. The ACH is a central distribution and settlement point, usually the Federal Reserve Bank, for the electronic clearing of debits and credits between financial institutions. Every day millions of transactions occur all over the nation, with funds being deleted from, or added to, the balances of participating financial institutions, which in turn reflect those transactions in their internal accounting for individual bank customers. Because it is the least expensive and most efficient method of moving money, it is becoming more widely used than any other transfer system.

The taxpayer must contact his bank each time a transfer is to be made, and provide the amount and other information required for the CCD+ with TXP ADDENDA Format. Funds you authorize to be transferred will be deducted from your account and transferred into a Department of Revenue bank account.

Any transmission errors are the responsibility of the taxpayer and their bank.

PAYMENT method

Electronic Funds Transfer will be the only acceptable means of payment. If you fall within the required guidelines as stated in the new Georgia Law (OCGA 48-2-32), you must pay your tax liability through EFT. The law also provides for a 10% penalty of the amount due if timely payment is not transferred by means of EFT after notification to set-up your account.

Fedwire transfers are **not accepted** by the Georgia Department of Revenue.

Unauthorized check payments may be subject to a EFT non-compliance penalty.

TAX RETURNS - Must I still submit my return?

Your tax return is still required on the regular due date for the particular tax being paid. The completed tax return is used to verify payment and update agency records. **Failure to file a return will incur a penalty.** Write **EFT** at top of return.

SEND COMPLETED TAX RETURNS TO: P.O. BOX 740398, ATLANTA, GA 30374-0398.

DUE DATES

You must contact your bank, per your bank's instructions, before your payment due date. Using the ACH-Credit method of payment, you are solely responsible for the payment of your tax liability being credited to the Department of Revenue's account on or before the tax due date.

Payment due Dates are as follows:

SALES TAX -	20th of each month
WITHHOLDING -	15th of each month
MOTOR FUEL DISTRIBUTOR -	20th of each month
CORPORATE ESTIMATED -	15th of each month

TXP ADDENDA Information

The only format that the Department of Revenue accepts for ACH-Credit transactions is the NACHA CCD+ with TXP ADDENDA. Your bank must be able to transmit funds using this format. Otherwise the ACH-Debit method must be used. The following are the tax type codes and examples of the TXP ADDENDA for each tax type.

(Segment Identifier)*(Taxpayer ID)*(Tax Type Code)*(Tax Period End Date)*(Amount Type)*(Amount)\

- Sales Tax
TXP*xxx-xx-xxxxx-x*041*YYMMDD*T*Amount\
- Withholding Tax
TXP*xxxxxxxx-xx*011*YYMMDD*T*Amount\
- Motor Fuel Distributor Tax
TXP*xxxxx-x*050*YYMMDD*T*Amount\
- Corporate Estimated Income Tax
TXP*xxxxxxxxxx-xx*021*YYMMDD*T*Amount\

The Addenda begins with TXP, then an asterisk(*) in each position shown(this separates each field).

Insert the taxpayer ID next with the exact number of digits shown in the example.

The tax type code is given in each example as it should be entered (041-Sales & Use, 011-Withholding, 050-Motor Fuel Distributor, 021-Corporate Estimated)

The tax period end date is always YYMMDD - (EXAMPLE-001130 for end date of November 30, 2000).

Next is always a T signifying a tax payment.

Last is the amount of the payment. The amount should not include a dollar sign or decimal point, but it should always include cents even if it is 00 (EXAMPLE-1000000 would equate to a payment of \$10,000.00).

NOTE: Errors in the TXP Addenda could result in a delay in processing your payment.

2003-2006 Bank Holidays

Holidays Observed by the Federal Reserve *

	2003	2004	2005	2006
New Year's Day	Wednesday, January 1	Thursday, January 1	Saturday, January 1*	Monday, January 1
Martin Luther King Jr. Birthday	Monday, January 20	Monday, January 19	Monday, January 17	Monday, January 16
Presidents' Day	Monday, February 17	Monday, February 16	Monday, February 21	Monday, February 20
Memorial Day	Monday, May 26	Monday, May 31	Monday, May 30	Monday, May 29
Independence Day	Friday, July 4	Monday, July 4	Monday, July 4	Tuesday, July 4
Labor Day	Monday, September 1	Monday, September 6	Monday, September 5	Monday, September 4
Columbus Day	Monday, October 13	Monday, October 11	Monday, October 10	Monday, October 9
Veterans Day	Tuesday, November 11	Thursday, November 11	Friday, November 11	Saturday, November 11*
Thanksgiving Day	Thursday, November 27	Thursday, November 25	Thursday, November 24	Thursday, November 23
Christmas Day	Thursday, December 25	Saturday, December 25*	Monday, December 25	Monday, December 25

Please note that monies are not transferred on these dates, due to the Federal Reserve being closed. You must transmit your funds to the Department of Revenue in enough time for the monies to settle on the due date or before the due date. Any late payments will be subject to penalties and interest.

If a tax due date falls on any of these holidays or on a weekend, then the tax is due in the State's bank account on the following business day.

Georgia Department of Revenue
EFT SECTION
1800 Century Blvd NE, Suite
17235
Atlanta, GA 30345
e-mail: doreft@dor.ga.gov

**If you have questions regarding
EFT Policies or Procedures,
please call:**

Metro	Toll Free	FAX
Atlanta	800-659-	404-417-
404-417-	1855	2237
2220		

**If you have questions regarding
EFT Registration, please call:**

Metro	Toll Free
Atlanta	800-602-
404-417-	8477
4490	

**To register your company for
EFT payments, FAX your
registration to:**

FAX
404-417-4375
404-417-4309

Or, MAIL your registration to:

Georgia Department of Revenue
TAXPAYER SERVICES
DIVISION
PO Box 49512
Atlanta, GA 30359-1512