

## South Dakota Department of Revenue 445 E Capitol Ave Pierre, SD 57501 1-800-829-9188

## **ACH Credit Bank Required Information**

Please print this information and give a copy to your bank when making a payment by ACH Credit. The bank must provide all information as listed to ensure the payment is applied to your account.

With ACH Credit method of payment, the taxpayer contacts their bank to send payment from the taxpayer's account to the Department of Revenue's bank account. The taxpayer is responsible for making all necessary arrangements for the transfer each filing period to guarantee that payment is made by the 25th of the month. The taxpayer is responsible for any costs associated with this kind of payment.

## Each month, those paying by ACH Credit must give their bank the following information:

- ✓ Tax license number;
- ✓ Tax type code;
- ✓ Tax period end date; and
- ✓ Amount of payment (tax, penalty, and interest if due)

## TXP Addenda

Banks must use the NACHA CCD+ format using the TXP Convention when sending ACH Credit payments. The bank must include the taxpayer's current license number in the TXP addenda information. If that is not included, the Department will not know which account to apply the payment to.

**Example of the short form addenda for TXP:** TXP\*1234-5678-TT\*041SD\*120731\*T\*1100100

The addenda begins with TXP, then an asterisk (\*) in each position shown (this separates each field). Insert the taxpayer license # next. License # may be up to 15 characters; it must include the 8 digits of the license number, with or without the license type (i.e., ST, ET, E9, PP, RB, SU). The license # may be entered as 99999999 or 9999-9999-ST.

rax Type Code		
<b>030SD</b> (Bank Franchise)	<b>060SD</b> (Alcohol)	
<b>041SD</b> (Sales, Use, or Contractor's Excise Tax)	<b>072SD</b> (Cigarette/Tobacco Products Tax)	
<b>049SD</b> (911 Emergency Surcharge)	<b>080SD</b> (Severance Tax)	
<b>050SD</b> (Motor Fuel Taxes)		

The tax period end date uses format YYMMDD (Example: 210731 for end date of July 31, 2021).

Next is always a T signifying a tax payment.

Last is the amount of the payment (may be up to 10 digits). The amount should not include a dollar sign, decimal point, or comma, but it should always include cents, even if it is 00 (Example: 10000 is a payment of \$100.00).

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

State of South Dakota's Bank Information	
Bank Name:	First Premier Bank, Sioux Falls, SD
Routing Number:	091408598
Bank Account Number:	1701269763