

**YORK ADAMS TAX BUREAU
EMPLOYER SERVICES**

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ACH Credit Instructions for Tax Remittance to this Bureau

Employers who prefer remitting their quarterly local earned income tax to this Bureau by utilizing the CCD+ format for "ACH Credits" may do so provided that the addendum records layout includes all of the information referenced herein, in order to credit the ACH transfer of funds to the proper employer account.

Each employer remitting quarterly earned income tax to the York Adams Tax Bureau by the "ACH Credit" method of transferring cash is required to provide not less the following information, plus the applicable tax return form.

Each ACH Credit is to be transmitted to M & T Bank, routing transit number 022000046 for credit to York Adams Tax Bureau tax revenue fund checking account number 51819608.

Every ACH Credit CCD + TXP addenda record **MUST CONTAIN** the following information or the Bureau will not accept ACH Credit tax remittances:

Data Element Description	Length	EFTPS Definition	Separator
Segment Identifier	3	TXP	*
EIN Number	9	999999999	*
Tax Type Code *	1/5	See Below	*
Tax Period End Date	6	YYMMDD	*
Our Account Number	10	9999999999	*
Amount	1/10	\$\$\$\$\$\$\$€	

*** Tax Type Codes 319 – for employer’s earned income tax withheld
 001 – for Emergency and Municipal Services tax**

The employer is required to mail to this Bureau their completed and signed quarterly employer tax return Form 319 or EMST 1, so that the Form 319 or EMST 1 is received at this Bureau on or prior to the date the ACH Credit is received by M & T Bank. The completed quarterly tax Form 319 or EMST 1 must be signed by an authorized officer of the employer.

Should you have a question regarding M & T Bank’s ACH procedures, please contact Rick Cooper, Assistant Vice President, Government Banking, phone (717) 852-2090.

ACH Credit Overview

If you choose to make your tax payments using the ACH Credit payment method, here’s how it works:

1. Two business days prior to the tax due date, you initiate the tax payment through your financial institution. The tax payment report must be made prior to your financial institution’s ACH processing deadline.

2. The ACH credit tax payment must be delivered to the Bank utilized by the York Adams Tax Bureau on the tax due date. The tax payment must be specially formatted in the NACHA CCD+ TXP format. Your ACH Credit must include your taxpayer/employer identification number, tax form number, tax period ending date, tax payment amount, and amount(s), if applicable.

How to Make a Tax Payment - ACH Credit

You have the flexibility to make your tax payments directly through your financial institution using a service they offer to originate ACH Credit transactions. If you elect to make your tax payments using ACH Credit transactions, you will need to make sure that your financial institution offers a service to originate your ACH Credit transaction and that you are eligible to use it.

This section explains what you need to do before making your first tax deposit or tax payment. It also provides the ACH formats that must be used when originating your tax payments, the Routing Transit Number (RTN) and the York Adams Tax Bureau Account Number to which the payments must be credited, and other operational issues related to the timing of origination of the ACH Credit tax payment and expected delivery dates, etc.

Before You Make Your First ACH Credit Tax Payment

1. Check with your financial institution or Designated Agent (Third Party Processor) to make sure they can originate your ACH Credit tax payments on your behalf. You will also need to check with them to determine the fees charged to originate the ACH credits.
2. Provide the ACH enrollment form to your financial institution or Designated Agent so that they can review the ACH Credit requirements. You must ensure that they can originate your ACH Credit tax payments in the NACHA CCD+TXP addenda format. Please forward the executed enrollment form to this bureau.
3. Obtain your financial institution or Designated Agent ACH processing deadline and holiday schedule. Make sure you understand their ACH processing deadlines for delivery of your ACH Credit tax payments on the business day prior to your tax due date.
4. Initiate an ACH Zero Dollar Transaction with TXP addenda record or prenotification through your financial institution at least 10 days prior to initiating your first tax payment. The Bureau account information is:

Receiving Financial Institution (RDFI):	M & T Bank
Routing Transit Number (RTN):	022000046
Account Number:	51819608
Account Name:	York Adams Tax Bureau Tax Revenue Fund

5. RDFI will send a Notification of Change (NOC) through your financial institution if an error in format or syntax is identified. Review the notification received from the RDFI and make any changes identified. Reinitiate another ACH Zero Dollar Transaction or prenotification, if necessary, through your financial institution or Designated Agent with the corrected information.
6. Originate your first ACH Credit tax payment at least two business days prior to your tax due date. Your ACH Credit tax payment **must** settle into this Bureau's account on the tax due date.