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**ACH Credit Instructions for Tax Remittance to this Bureau**

Employers who prefer remitting their local taxes 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 local tax to the York Adams Tax Bureau by the "ACH Credit" method of transferring cash is required to provide not less the following information.

**Each ACH Credit is to be transmitted to M & T Bank.**

**For Earned Income Tax:**

**Routing/Transit Number: 021052053 for credit to Account Number 79475121.**

**For Local Services Tax:**

**Routing/Transit Number: 021052053 for credit to Account Number 31837806.**

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

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

**\* Tax Type Codes 319 – for Employer Earned Income Tax  
 001 – for Local Services Tax**

The employer is required to provide completed and signed LST or EIT quarterly employer tax return forms, or in the case of a payroll service providers an account listing detailing payments made via the ACH credit method. If the employee detail will not be submitted electronically it must be filed on paper.

## **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.

## **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. You must ensure that they can originate your ACH Credit tax payments in the NACHA CCD+TXP addenda format.
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. The Receiving Depository Financial Institution (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 Transaction through your financial institution or Designated Agent with the corrected information.
5. 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.