



ACH-Credit Payment Method Requirements

Florida e-Services

DR-600TP
R. 01/15
Rule 12-24.011
Florida Administrative Code
Effective 07/15

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 800-352-3671 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
15	Reserved	Spaces	50	83	34
16	Special Addenda Sequence Number	Numeric	84	87	4
17	Entry Detail Sequence Number	Numeric	88	94	7

- Record Type Code:** This field must have a value of "7" which will identify this record as an entry detail addenda record.
- 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.
- Segment Identifier:** This field must have a value of "TXP" which identifies this as being a tax payment.
- Separator:** This field must be an asterisk (*) which identifies a separator.
- Taxpayer Identification:** This field must be the sending company's Florida tax account number. Taxpayers must use the 13 digit certificate number for sales and use tax, solid waste fees and surcharge, and prepaid wireless E911 fee. Fuel taxpayers must use the 9 digit license number (Federal Employer Identification Number [FEIN] or social security number**). Reemployment taxpayers must use the 7 digit account number. Corporate Income, Intangible, Gross Receipts, and Insurance Premium taxpayers must use the 9 digit FEIN. Communications services taxpayers must use the business partner number. If tax(es) other than the above, the taxpayer should use the number assigned by the appropriate state agency.

NOTE: Please do not include any dashes 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.
15. **Reserved:** This field must be filled with spaces.
16. **Special Addenda Sequence Number - Mandatory:** The value of this field must be a "1" to indicate one special addenda record present.
17. **Entry Detail Sequence Number:** This field contains the ascending Sequence Number section of the entry detail record's trace number. This number is the same as the last 7 digits of the trace number field of the associated entry detail record.

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 our Internet site at www.myflorida.com/dor and select "Privacy Notice" for more information regarding the state and federal law governing the collection, use, or release of SSNs, including authorized exceptions.

ACH-Credit Payment Example

705TXP*001280123456789*00001*130131*1*01\