



STATE OF NORTH DAKOTA
OFFICE OF STATE TAX COMMISSIONER
Cory Fong, Commissioner

Dear Taxpayer:

This letter contains information needed to submit your sales tax payment by ACH credit. This is the payment option you selected when you registered for North Dakota Sales Tax WebFile.

An ACH Credit requires the Commissioner to provide bank routing and account information to you so that you may contact your financial institution to initiate an ACH credit payment.

Essential information must be provided with an ACH credit payment submitted to the Commissioner's financial institution to ensure the funds are applied correctly to a taxpayer's account. This information is provided in an addenda record which is part of the EFT transaction. The information provided in the addenda record will include the taxpayer identification number (sales tax permit number), tax type code, tax period end date, form type, and amount. Enclosed you will find the banking convention layout for the addenda record with an example provided. The Layout is provided using the banking standard TXP format. *Important: If an ACH credit payment applies to more than one sales tax return, one addendum for each return must be submitted with the ACH credit.*

The Commissioner utilizes the services of the Bank of North Dakota, which is a state owned bank. The ABA bank transit routing number for the Bank of North Dakota is **091300285**. The Commissioner's account number at the Bank of North Dakota, to which funds will be transferred, is **0910231**.

Please contact the Compliance Section of the North Dakota Office of State Tax Commissioner if you have any questions at 701.328.1246, fax 701.328.0336, or e-mail salestax@nd.gov.

21858

**North Dakota Office of State Tax Commissioner
Tax Payment (TXP) Banking Convention
Sales and Use Tax
Addenda Record Layout**

Tax Payment Data Segment (TXP)

Ref #	Element ID	Element Name	Attributes	Value/Description
TXP01	325	Tax Identification Number	M AN 5/9	Sales Tax Permit Number (Do not include the "00" suffix)
TXP02	1049	Tax Payment Type Code	M ID 5/5	041S1 = Sales and Use Tax Form
TXP03	373	Tax Period End Date	M DT 6/6	YYMMDD = Enter the last day of the reporting period in the DD value (i.e., 080331 = March 2008 or 1st Quarter 2008)
TXP04	817	Amount Type (Tax Information ID Number)	M ID 4/4	F01C = Current Sales Tax Return F01A = Amended Sales Tax Return ASMT = Payment of Underpayment Billing Notice
TXP05	1051	Tax Amount	M N21/10	\$\$\$\$\$\$cc = The decimal is implied and not transmitted (i.e., \$500.00 = *50000)
TXP06	817	Amount Type (Tax Information ID Number)		Not Used
TXP07	1051	Tax Amount		Not Used
TXP08	817	Amount Type (Tax Information ID Number)		Not Used
TXP09	1051	Tax Amount		Not Used
TXP010	1050	Identification Code		Not Used

Example:

North Dakota Office of State Tax Commissioner Implementation, State Sales and Use Tax

705TXP*123456789*041S1*080331*F01C*150000\

Tax Identification Number 123456789 (Sales Tax Permit Number without the "00" suffix)
Tax Payment Type Code 041S1 (Sales and Use Tax Form)
Tax Period End Date March 31, 2008 (March 2008 Return or 1st Quarter 2008 Return)
Amount Type F01C (Current Sales Tax Return)
Tax Amount \$1,500.00