



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

March 8, 2006

Dear Motor Fuels Tax Filer:

This letter is to invite and encourage you to take advantage of the electronic funds transfer (EFT) program the North Dakota Office of State Tax Commissioner (Commissioner) has implemented for motor fuels tax payments. This program is being conducted entirely on a voluntary basis.

EFT payments can be made for tax due on original or amended electronic reports, or assessment and billing notices. The Commissioner has adopted an Automated Clearing House (ACH) credit option for submitting EFT payments for motor fuels tax which allows the Commissioner to automatically process and match the payment to the report.

Essential information must be provided with an EFT payment submitted to the Commissioner's banking institution to insure 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 to be provided in the addenda record will include the taxpayer identification number, tax type code, tax reporting period end date, amount type, and amount. On page 2 is the banking convention layout for the addenda record with an example provided. The layout is provided using the banking standard TXP format.

A separate TXP addenda record must be submitted for each report. You may accomplish this by sending a separate ACH credit with an addenda record for each report (i.e., CCD+ transaction) or you may send an ACH credit with multiple addenda records for multiple reports (i.e., CTX transaction). Check with your financial institution to determine their ACH credit capabilities.

This EFT payment option requires the Commissioner to provide bank routing and account information to the taxpaying entity so they can contact their banking institution to initiate a payment. The Commissioner utilizes the services of the Bank of North Dakota. The American Banking Association bank transit routing number is "091300285". The Commissioner's account number at the Bank of North Dakota, to which funds should be transferred, is "0910231".

You must contact your banking institution to send a prenotification (i.e., \$0.00 transaction) to test the accuracy of the TXP addenda record format before you send an actual tax payment.

We request that once you start making your motor fuels tax payments utilizing EFT that you continue to make all motor fuels tax payments using EFT.

Please notify Kevin Schatz if you would like to take advantage of the EFT program, or if you have any questions. You can contact him at (701) 328-3657, fax at (701) 328-1283, or you can E-mail him at kschatz@state.nd.us.

**NORTH DAKOTA OFFICE OF STATE TAX COMMISSIONER
TAX PAYMENT (TXP) BANKING CONVENTION**

MOTOR FUELS TAX

**ADDENDA RECORD LAYOUT
(Using the State Implementation)**

Tax Payment Data Segment (TXP)

Ref #	Element ID	Element Name	Attributes	Value/Description
TXP01	325	Tax Identification Number	M AN11/11	11-digit ID Number (Federal ID plus 2-digit Suffix)
TXP02	1049	Tax Payment Type Code	M ID 3/3	052 = Special Fuel 053 = Motor Vehicle 054 = Aviation 055 = LP Gas
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., 040331 = March 2004)
TXP04	817	Amount Type (Tax Information ID Number)	M ID 1/1	O = Original Tax Return A = Amended Tax Return B = Billing
TXP05	1051	Tax Amount	M N2 1/10	\$\$\$\$\$\$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	Penalty Amount		Not Used
TXP08	817	Amount Type (Tax Information ID Number)		Not Used
TXP09	1051	Interest Amount		Not Used
TXP010	1050	Identification Code		Not Used

EXAMPLE:

North Dakota Office of State Tax Commissioner Implementation, Motor Fuels Tax

705TXP*12345678970*052*040331*O*50000\

Tax Identification Number	12345678970 (11-digit ID number: Federal ID plus a 2-digit suffix)
Tax Payment Type Code	052 (Special Fuel) (<i>Use applicable Type Code</i>)
Tax Period End Date	March 31, 2004 (March 2004 Return)
Amount Type	O (Original Tax Return) (<i>Use applicable Amount Type</i>)
Tax Amount	\$500.00