



A guide to Washington State Department of Revenue

# Electronic Funds Transfer program

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# The Electronic Funds Transfer (EFT) Program

**The purpose of this booklet is to help you choose the Electronic Funds Transfer (EFT) option that best serves you. Explanations of each payment option, frequently asked questions, and definitions of terms are included.**

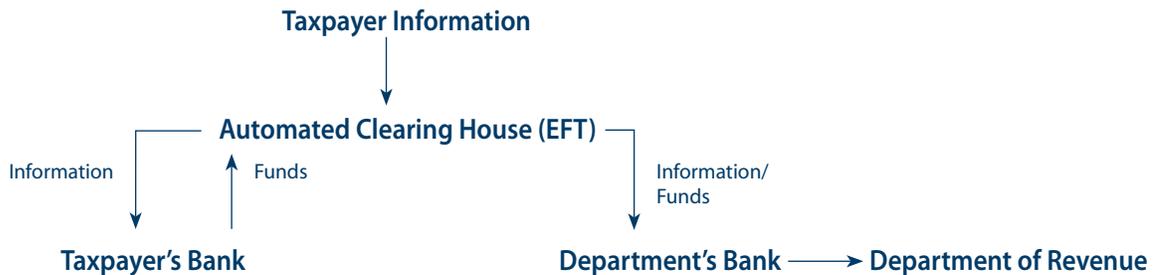
The Washington State Department of Revenue's EFT program involves the transfer of funds, by means other than a transaction originated by check, draft, or similar paper instrument. The transactions are initiated by the taxpayer by electronic means. A financial institution (bank) is then authorized to debit or credit an account.

In 1990, the Legislature enacted Engrossed Substitute House Bill 2344. This law directed the Department of Revenue to implement EFT payments in January, 1991. The legislation was in response to a recommendation made by the Washington Commission on Efficiency and Accountability. Washington Administrative Code (WAC) [458-20-22802](#) requires taxpayers with annual taxes due of \$240,000 or more to pay by EFT.

In 2009, the Legislature enacted Revised Code of Washington (RCW) [82.32.080](#). This law requires certain taxpayers to file and pay their returns electronically.

# Electronic Funds Transfer (EFT) Debit

EFT debit authorizes the Department's bank to withdraw specific funds from the taxpayer's account and deposit them into the Department's account. Each reporting period the taxpayer initiates and authorizes the payment amount and date of withdrawal, when the return is electronically filed.



## EFT Debit Option

### Cost

There is no additional cost to the taxpayer, using the EFT debit option. No special equipment is required.

### Electronic Filing

Electronic Filing is an Internet-based application that allows your business to file and pay your Washington State excise taxes via the Internet.

When the return is electronically filed with the EFT debit payment option, the Department will automatically debit your account on the payment effective date.

### Warehousing Your Payment

The EFT debit option allows you to initiate your payment anytime during the month and "warehouse" it until an effective date designated by you. In other words, "warehouse" means you may set an effective date in the future. The funds are not withdrawn from your account until the date you have specified as the effective date of the transaction. You cannot warehouse a payment past the **EFT Debit due date**.

**Example:** On January 14, you electronically file your December return. At that time, you can set the effective date (the date that funds will be withdrawn from your account) for any future date (except weekends and banking holidays) through the payment due date of January 26.

### Payment Deadline

You must submit your return and payment request no later than 11:59 p.m. Pacific Time on the return due date. The payment effective date will default to the EFT payment date which is the next business day after the return due date. If the transaction is completed after 11:59 p.m., the payment will be late. You cannot set the effective date for the same day you are initiating a transaction.

### Filter/Debit Block

The Department's company ID numbers for EFT debit transactions are 9000000000 and 9916001118. These filter numbers should be provided by you to your bank. The numbers enable your bank to identify and authorize the Department's bank to withdraw specific funds from your account. Your bank may also require the Company Name which is WA ST DEPT REV. Each month you initiate and authorize the payment amount and date of withdrawal.

If you choose to use the EFT debit option please complete the online authorization form found on our website at [dor.wa.gov/EFT](http://dor.wa.gov/EFT).



# Fed Wire

## Fed Wire Payment Option

EFT payments are normally transmitted by either the EFT credit or debit method. If you are not able to use the normal method and the due date is approaching, you can send payment by Fed wire.

You will need the name and address of the Department's bank account. This information is as follows:

### Department of Revenue's Bank Information

#### Fed Wire Information

State of Washington  
Department of Revenue  
PO Box 47464  
Olympia WA 98504-7464

Transit Routing Number: **123000848**

DOR Account Number: **153910882262**

Also include the following information when sending your payment:

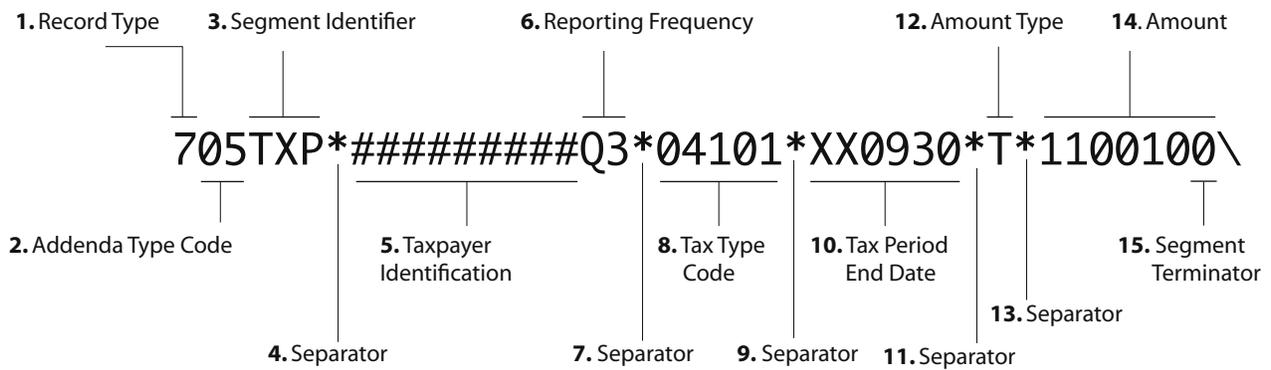
- Company name
- Tax registration number (TRN)/Unified Business Identifier (UBI)
- Period/year
- Amount of transfer

#### Cost/Responsibility

This transfer is initiated by you through your bank, thus you and your bank assume the responsibility of being the EFT originator. By using this option there may be costs involved, depending on the bank you use. Please contact your bank related to fees associated with this payment method.

# Addenda Record

## Sample addenda (TXP) layout



This completes the formats for an ACH credit CCD+ transaction. If you have any questions regarding these changes or formats, please refer to the NACHA rule book, your financial institution or the Department of Revenue at (360) 705-6215.

| Item No. | Field Name                 | Contents/ Example | Length (Bytes) | Comments                                                                                                                                                                                                                                                                                                                                                              |
|----------|----------------------------|-------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1        | Record Type                | 7                 | 1              | Must have a value of <b>7</b> , which identifies the item as a special addenda record.                                                                                                                                                                                                                                                                                |
| 2        | Addenda Type Code          | 05                | 2              | Must have a value of <b>05</b> , which identifies the item as a special addenda applying to the CCD (Cash Concentration or Disbursement) entries.                                                                                                                                                                                                                     |
| 3        | Segment Identifier         | TXP               | 3              | Must have a value of <b>TXP</b> , which identifies this transaction as a tax payment.                                                                                                                                                                                                                                                                                 |
| 4        | Separator                  | *                 | 1              | The asterisk * identifies this field as a separator.                                                                                                                                                                                                                                                                                                                  |
| 5        | Taxpayer Identification    | #####             | 9              | Must be your <b>tax registration number</b> . It is located in the right-hand corner of your mailing label. Use only the nine digits before the asterisk in the label.                                                                                                                                                                                                |
| 6        | Reporting Frequency        | ##                | 2              | Must indicate your reporting frequency for the tax being paid. The field must be two numbers/characters. Use <b>01—12</b> for monthly, <b>Q1—Q4</b> for quarterly or <b>AA</b> for annual.                                                                                                                                                                            |
| 7        | Separator                  | *                 | 1              | See comments on item 4.                                                                                                                                                                                                                                                                                                                                               |
| 8        | Tax Type Code              | 04101             | 5              | Choose from the following tax type codes: <b>04101</b> for excise tax; <b>04102</b> for use tax; <b>07201</b> for cigarette tax.                                                                                                                                                                                                                                      |
| 9        | Separator                  | *                 | 1              | See comments on item 4.                                                                                                                                                                                                                                                                                                                                               |
| 10       | Tax Period End Date        | YYMMDD            | 6              | Indicates the tax period for which the payment is being made. It should always be the last day of the tax period, NOT the due date for the return. The tax period will always be six characters long. The format is <b>Year, Month, Day</b> (YYMMDD). For example, the September 2005 and Quarter 3, 2005 tax period end dates are both September 30, 2005 or 050930. |
| 11       | Separator                  | *                 | 1              | See comments on item 4.                                                                                                                                                                                                                                                                                                                                               |
| 12       | Amount Type                | T                 | 1              | Must be a <b>T</b> to indicate that the payment is a tax payment.                                                                                                                                                                                                                                                                                                     |
| 13       | Separator                  | *                 | 1              | See comments on item 4.                                                                                                                                                                                                                                                                                                                                               |
| 14       | Amount                     | \$\$\$\$\$\$CC    | Max. 10        | Refers to the amount transferred and can be up to ten digits in length. There is no decimal point; the last two digits are always read as cents. (For example, <b>1100100</b> is \$11,001.00.) Do not include edit characters. This field contains numeric data only. Remember the amount field is variable in length.                                                |
| 15       | Segment Terminator         | \                 | 1              | Must be a \ to identify it as terminating the information.                                                                                                                                                                                                                                                                                                            |
| 16       | Reserved Spaces            | Spaces            | Variable       | Must be filled with spaces to complete the free form area of the special addenda record through position 83.                                                                                                                                                                                                                                                          |
| 17       | Special Addenda Sequence # | 1                 | Last 4         | Must be a <b>one</b> to indicate one special addenda record present.                                                                                                                                                                                                                                                                                                  |
| 18       | Entry Detail Sequence #    | #####             | Last 7         | Contains the ascending sequence number section of the entry detail record's trace number. This number is the same as the last seven digits or the trace number field of the associated entry detail record.                                                                                                                                                           |

# Administrative Issues

## EFT Payment Due Dates - Weekends and Holidays

The payment is due on the next banking day after the tax return's due date. If the payment due date falls on Saturday, Sunday or a holiday, the payment is due on the next banking day. Banking holidays are those recognized by the Federal Reserve System in the state of Washington. A list of the holidays is shown below.

**Example:** The return's due date is March 25. Assume March 25 falls on a Sunday. The next banking day would be Monday, March 26, and the new return due date. The date the funds must be received by the Department would be March 27. With the EFT debit option, the latest you can complete your transaction is by 11:59 p.m. Pacific Time, on March 26. For the EFT credit option, please follow your bank's guidelines.

## Federal Reserve Holidays

New Year's Day  
Martin Luther King Jr. Day  
Presidents' Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving Day  
Christmas Day

A schedule of the EFT due dates is available at [dor.wa.gov/EFT](http://dor.wa.gov/EFT).

## Tax Return/Late Payment Penalty

Your tax return must be electronically filed on or before the tax return due date.

**Example:** The monthly tax return due date is the 25th of the month. If the 25th falls on a weekend or a holiday, the return due date becomes the next banking day.

The Department may find you responsible for penalties, if circumstances within your control or the control of your bank, delay payment beyond the deadline.

In the case where a delayed payment occurs and you feel you are not responsible, please contact a DOR representative at 1-877-345-3353.

**You must file the tax return — the EFT payment alone does not complete the transaction.**

## Proof of Payment

If proof of payment is an issue, the following applies:

- **EFT debit:** The responsibility of tracing the transaction is with the Department's bank. You need to call the Department at 1-877-345-3353. The Department's bank will trace the transaction, verify its timeliness and correct it if an error exists.
- **EFT credit:** You need to contact your bank with your verification (trace) number. The responsibility of tracing the transaction falls with your bank. Your bank should trace the transaction, identify if and why the problem exists, and correct it if an error occurred. Your bank should inform you and you should contact a representative at the Department with the pertinent information.

Penalties will be upheld or waived depending upon the trace information and the normal penalty criteria as outlined in Washington Administrative Code (WAC) 458-20-228.

As standard practice, you should keep verification (trace) numbers and bank statements showing the withdrawals from your account.

## Refunds

The EFT legislation provides for electronic refunds if you are currently paying electronically. In order to process an electronic refund, the Department needs to maintain, on file, your bank account number regardless of the EFT option used for payments. You must provide the information necessary to electronically credit your bank account, or waive your right to electronic refund payments. Please complete the appropriate section of the EFT authorization form if you would like electronic refunds.

## Emergencies

In the event of an unusual situation or emergency which prevents the successful completion of your EFT transaction, contact a representative at the Department for instructions.

# Questions and Answers

## What is the difference between EFT debit and EFT credit?

The **EFT debit** option is an arrangement between you and the Department's bank. You initiate the transaction, authorize the payment amount and date of withdrawal when the return is electronically filed. There is no cost to you if you choose this option.

The **EFT credit** option is an arrangement between you and your bank. You initiate the transaction and your bank sends the funds to the Department's bank. You must check with your bank to make sure they can send ACH transactions with addenda records. There could be some set up and/or monthly costs involved.

## What is the most common option chosen?

EFT debit is the most common option chosen.

## When is the payment due?

Payment is due the first banking day (Monday through Friday) following the tax return due date. Normally the 26th of the month will be the payment due date for monthly accounts. Therefore, for EFT debit users, the payment transaction must be completed no later than 11:59 p.m. Pacific Time on the 25th. EFT credit users must contact their bank to find out when their transaction must be completed to be timely.

## What does warehousing your payment mean?

Warehousing is the ability for EFT debit users to initiate their payment prior to the due date and make it effective for sometime in the future.

**Example:** You could initiate your payment on the 10th of the month and set the effective date for the 26th. The money will not be deducted from your account until the effective date of the 26th.

## In what situation does the Department accept Fedwires?

The Department will accept Fedwires in the case of an emergency. You must contact a DOR representative and give your registration number and amount of payment prior to sending a Fedwire.

## Will I receive instructions on how to initiate my payment?

If you choose the EFT debit option, your payment will be automatically initiated when you submit your online return.

If you choose the EFT credit option, you will need to obtain instructions on how to initiate your payments from your bank. For more information, please review the **EFT Credit** section in this guidebook.

## What proof do I have that my transaction has been completed?

As an **EFT debit users** you will receive a confirmation number on your electronic filed return.

As an **EFT credit users** you will receive a confirmation number from your financial institution. This number is used by your bank to trace the transaction, if needed.

## I want to change from the EFT credit option to the EFT debit option. What do I need to do?

You must complete a new EFT Authorization form located in **My account**. Sign in or logon to My account at [dor.wa.gov](http://dor.wa.gov). Once you have signed in click *Invoices & payment options* in the left navigation, next click *Register for electronic funds transfer*. For additional questions please call a DOR representative.

## Am I required to file and pay my excise taxes electronically?

If you file monthly or quarterly, or meet the requirements for filing monthly or quarterly, you must file and pay your returns electronically. Failure to do so may result in penalties.

## I am changing banks. What do I need to do?

Sign in to **My account** at [dor.wa.gov](http://dor.wa.gov) to complete a new EFT authorization form. For additional questions please call a DOR representative.

**Can the Department withdraw funds from my bank account without my knowledge or permission?**

No. If you are an EFT debit user, you must initiate any transaction. If you are an EFT credit user, your payments are initiated, by you, through your bank.

**I transmitted the wrong payment amount. What do I do?**

Call the Department for assistance at 1-877-345-3353.

**How do I find my transit routing number?**

The EFT authorization form must have your bank's transit routing and account numbers to process your payment. The sample of a personal check below indicates where these numbers are located. On a business check, the check number is listed first, then the routing number, and then the account number. Check with your bank if you have any questions.

**Transit Routing Number**

The first two digits of the routing number must be 01 through 12 or 21 through 32. Do not use a deposit slip to verify this number because it may contain internal routing numbers that are different from the routing number needed for EFT. On the sample check below, the routing number is 250250025.

**Account Number**

The account number can be up to 17 digits. Omit hyphens, spaces, and special symbols. On the sample check below, the account number is 30110386.

|                                  |    |                      |
|----------------------------------|----|----------------------|
| ANY TAXPAYER                     |    |                      |
| 1234 Business Drive              |    | 15-0000/0000         |
| Seattle, WA. 98101               |    | _____ 20 _____       |
| PAY TO THE                       |    |                      |
| ORDER OF _____                   | \$ | <input type="text"/> |
| _____                            |    | DOLLARS              |
| ANYTOWN BANK                     |    |                      |
| Seattle WA 98101                 |    |                      |
| FOR _____                        |    | _____                |
| :  250250025 :  301103-86   P234 |    |                      |

↑                    ↑                    ↑  
Routing #      Account #      Check #

# Glossary

**These terms are used in this packet and in the financial industry. The terms may have additional meanings and may be used in other contexts by the National Automated Clearing House Association or other participating financial institutions.**

**Automated Clearing House or ACH** is operated either privately or by a Federal Reserve Bank as a clearing house for the exchange of funds.

**Addenda Record** is an ACH record type that carries supplemental data needed to identify a taxpayer or provide information concerning a payment.

**Banking Day** refers to any day Monday through Friday excluding Federal Reserve holidays.

**CCD+** refers to the CCD Plus (Addenda) format which includes an Addenda Record with additional characters that represent payment-related information. This is used if payment is made by the EFT credit option.

**Electronic Funds Transfer or EFT**, as defined in the statute, is the transfer of funds, other than a transaction originated by check, draft, or similar paper instrument, which is initiated through an electronic terminal, telephonic instrument, computer or magnetic tape, so as to order, instruct, or authorize a financial institution to debit or credit an account.

**EFT credit** is a transaction in which the taxpayer authorizes its bank to send funds to the Department's account.

**EFT debit** authorizes the Department's bank to withdraw specific funds from the taxpayer's account and deposit them in the Department's account. Each month the taxpayer initiates and authorizes the payment amount and date of withdrawal when the return is electronically submitted.

**Fedwire** refers to the wire transfer system operated by the Federal Reserve System. A Fedwire is not an ACH transaction.

**National Automated Clearing House Association or NACHA** is the national governing body that monitors and operates the rules and regulations for electronic transactions.

**Payment Due Date** is the next banking day (Monday through Friday) after the tax return's due date. Funds must be received in the Department's bank account on or before the payment due date to be considered timely.

**Tax Payment Addendum Convention or TXP** is the format used in the free form field of the CCD+ addenda record and is designed to provide detailed information when a person chooses to initiate an EFT credit to the collecting state. This is the format approved by the Federation of Tax Administrators, the Committee of State Taxation and the National Automated Clearing House Association.

**Tax Return Due Date** is the 25th of each month for monthly accounts. If the 25th falls on a weekend or a holiday, the return due date becomes the next banking day. For quarterly and annual filers, please consult the [EFT due date flyer](#) or the Department's website at [dor.wa.gov/EFT](http://dor.wa.gov/EFT).

**Warehousing Your Payment** allows you to initiate your payment at anytime during the month and "warehouse" it until an effective date designated by you. Warehouse means that you may set an effective date in the future. The funds are retained in your account until the date you have specified as the effective date of the transaction. The warehouse feature is available to EFT debit users.

# EFT Assistance

If you have questions regarding this information, please contact the Department at 1-877-345-3353 or FAX 360-586-0527.

## Department of Revenue Taxpayer Assistance

Telephone Information Center: **1-800-647-7706**

Website: **[dor.wa.gov](http://dor.wa.gov)**

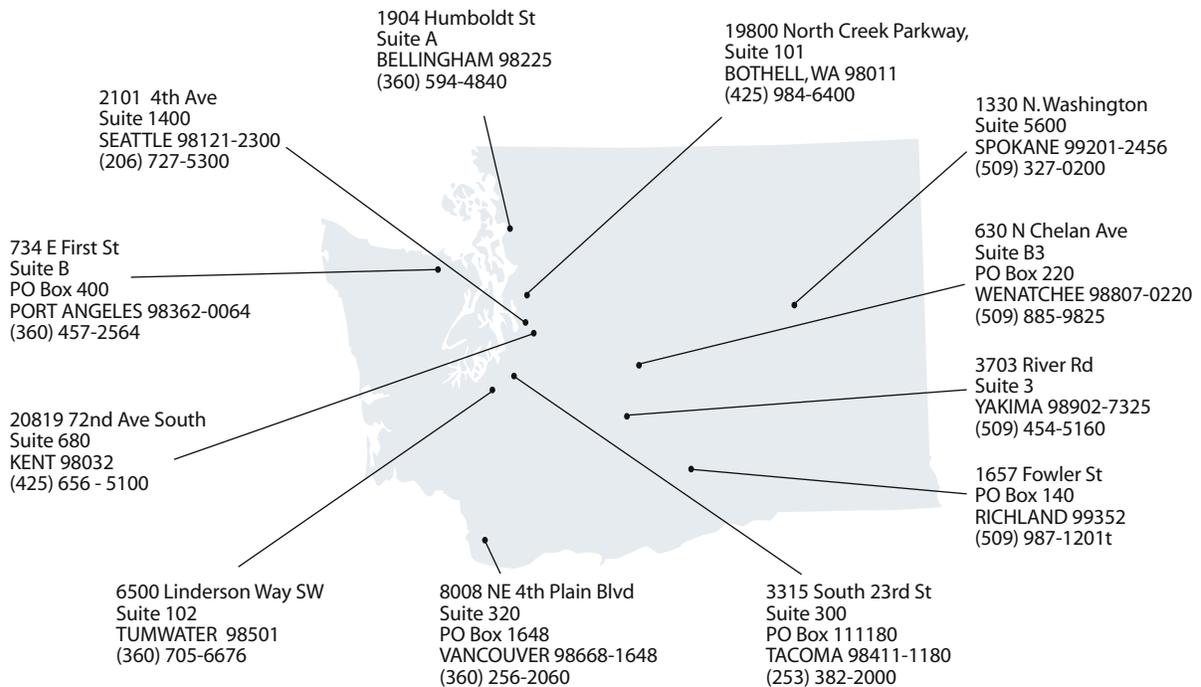
**Contact us**

**My account**

**Electronic funds transfer (EFT) information**

**EFT due dates**

## Local Office Locations



For tax assistance or to request this document in an alternate format, visit <https://dor.wa.gov> or call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711.



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