

ACH File Record Layouts for EFT Credit Method

The following are the record layouts as required by the Income Tax Division, City of Akron for submission of Electronic Funds Transfers through the ACH system. Note that most of the records will be 94 characters in length and each field must be exactly the specified size. Generally, numeric fields must be right justified and filled with leading zeros. Alphanumeric fields must be left justified and filled with trailing blanks. If a name is called for in a field, but the name is too long, truncate the end of the name.

CCD+ FILE HEADER RECORD FOR ACH CREDIT (The "1" Record)

Field	Position	Size	Content	Data Element Name
1	1-1	1	1	Record Type Code. Insert the number 1.
2	2-3	2	01	Priority Code. Enter "01".
3	4-4	1	"BLANK"	Leave a blank space.
4	5-13	9	TTTTAAAAC	F/I # of bank who is creating or sending file.
5	14-14	1	"BLANK"	Leave a blank space.
6	15-23	9	TTTTAAAAC	F/I # of originating company
7	24-29	6	YYMMDD	File Creation Date.
8	30-33	4	HHMM	File Creation Time.
9	34-34	1	Alphanumeric	File ID Modifier.
10	35-37	3	094	Record Size. Enter " 094".
11	38-39	2	10	Block Factor. Enter the number 10.
12	40-40	1	1	Format Code. Must be the number 1.
13	41-63	23	Alphanumeric	Name of bank originating file. (Insert trailing blanks.)
14	64-86	23	Alphanumeric	Company's name. (Insert trailing blanks.)
15	87-94	6	Alphanumeric	Reference Code. (optional or leave blank)

CCD+ COMPANY/BATCH HEADER RECORD (The "5" Record)

Field	Position	Size	Content	Data Element Name
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1	1-1	1	5	Record Type Code. Insert the number 5.
2	2-4	3	200	Service Class Code. Enter 200 (credits only).
3	5-20	16	Alphanumeric	Name of Employer or Payroll Processor.
4	21-40	20	AKRON	Enter "AKRON" or JEDD* name. (Insert trailing blanks.)
5	41-41	1	1	ANSI ID Code Designator. Enter the number 1.
6	42-50	9	Alphanumeric	Company Federal ID. (Employer Federal ID number)
7	51-53	3	CCD	Standard Entry Class Code.
8	54-63	10	TAXPAYMENT	Enter "TAXPAYMENT".
9	64-69	6	Alphanumeric	Company Discretionary Date.
10	70-75	6	YYMMDD	Effective Date. Enter the date the Taxes are due.
11	76-78	3	"BLANKS"	Leave 3 blank spaces.
12	79-79	1	1 or 2	Originator Status Code.
13	80-87	8	TTTTAAA	Originating DFI. (First 8 digits of F/I processing file)
14	88-94	7	Numeric	Batch Number. (Starting at "0000001")

* For JEDDs (Joint Economic Development Districts) use the following:

BTH-AKRON - for Bath-Akron-Fairlawn JEDD
COP-AKRON - for the Copley-Akron JEDD
COV-AKRON - for the Coventry-Akron JEDD
SPR-AKRON - for the Springfield-Akron JEDD

CCD+ ENTRY DETAIL RECORD LAYOUT (The "6" Record)

Our receiving financial institution is FirstMerit Bank

Field	Position	Size	Content	Data Element Name

1	1-1	1	6	Record Type Code. Enter the number 6.
2	2-3	2	Numeric	Transaction Code. Enter 22 for money remittance, 23 for prenote or 24 for a zero transaction.
3	4-12	9	044000024	Receiving DFI Routing and Transit Number.
4a	13-23	11	01038328119	City of Akron DFI Account Number.
4b	24-29	6	"BLANKS"	Leave 6 blank spaces after Account Number.
5	30-39	10	\$\$\$\$\$\$\$cc	Payment Amount. No decimal. (Insert leading zeros.)
6	40-54	15	Numeric	Optional or zero fill.
7	55-76	22	Alphanumeric	Company being debited. (Insert trailing blanks.)
8	77-78	2	"BLANKS"	Leave 2 blank spaces.
9	79-79	1	1	Addenda Record Indicator. Insert the number 1.
10	80-94	15	Numeric	Trace Number. Starting with 044000020000001 .

CCD+ ADDENDA RECORD LAYOUT (The "7" Record)
(Amended 02-18-99)

Note that the Addenda or "7" Record has only 52 characters, ending with a terminator (\).

Field	Position	Size	Content	Data Element Name
1	1-1	1	7	Record Type Code. Enter the number 7.
2	2-3	2	05	Addenda Type Code. Enter "05".
3	4-6	3	TXP	Segment Identifier. Insert "TXP".
4	7-7	1	*	Field Separator. Insert an asterisk.
5	8-16	9	Numeric	Company Fed-ID. Enter 9-digit number (no dashes)
6	17-17	1	*	Field Separator. Insert an asterisk.
7	18-20	3	010 or 011	Tax Payment Type Code. Enter "010" or "011".
8	21-21	1	*	Field Separator. Insert an asterisk.

9	22-27	6	YYMMDD	Tax Period End Date
10	28-28	1	*	Field Separator. Insert an asterisk.
11	29-29	1	6 or T	Payment Type Code. Enter the number 6 or letter T.
12	30-30	1	*	Field Separator. Insert an asterisk.
13	31-40	10	\$\$\$\$\$\$\$cc	Payment Amount. No decimal. (Insert leading zeros.)
14	41-45	5	*****	Field Separators. Insert 5 asterisks.
15	46-51	6	Numeric	Akron (or JEDD) tax account number. Enter the first 6 digits of your city withholding tax account number. It will start with the number "1" (or "2" for JEDDs). Do not use dashes.
16	52-52	1	\	Terminator. Enter a "\" .

CCD+ COMPANY/BATCH CONTROL RECORD (The "8" Record)

Field	Position	Size	Content	Data Element Name
1	1-1	1	8	Record Type Code. Insert the number 8.
2	2-4	3	200	Service Class Code. Enter 200 (credits only).
3	5-10	6	Numeric	Item count . Total of all Entry and Addenda records. (Right justify and zero fill.)
4	11-20	10	Numeric	Entry Hash. Total of 1 st 8 digits of RFI # on all "6" records including any lead "0" (Right justify and zero fill)
5	21-32	12	000000000000	Enter 12 zeros.
6	33-44	12	\$\$\$\$\$\$\$cc	Total credit entry amount. (Right justify and zero fill.)
7	45-54	10	Alphanumeric	Company ID. (Same as in positions 41-50 in "5" record)
8	55-79	25	"BLANKS"	Leave 25 blank spaces.

9	80-87	8	TTTTAAAA	Originating DFI (Bank / Routing Transit #)
10	88-94	7	Numeric	Batch Number. (Starting at "0000001")

CCD+ FILE CONTROL RECORD (The "9" Record)

Field	Position	Size	Content	Data Element Name
1	1-1	1	9	Record Type Code. Insert the number 9.
2	2-7	6	Numeric	Batch count. Total number of "5" records. Right justify and zero fill.
3	8-13	6	Numeric	Block count. Total number of blocks in the file including file header and file control records. Right justify and zero fill.
4	14-21	8	Numeric	Entry / Addenda Count. Total number of "6" and "7" records. Right justify and zero fill.
5	22-31	10	Numeric	Hash total. Hash total of all "8" records. Right justify and zero fill.
6	32-43	12	000000000000	Enter 12 zeros.
7	44-55	12	\$\$\$\$\$\$\$\$\$cc	Total credit entry dollars. (Right justify and zero fill.)
8	56-94	39	"BLANKS"	Leave 39 blank spaces.