



Finance Department

1128 Gurnee Avenue
P O Box 2168
Anniston, AL 36202

**CITY OF ANNISTON c/o PREMA CORP
ACH CREDIT PAYMENT INSTRUCTIONS**

These instructions are for taxpayers that elect to make their City of Anniston tax payments by ACH credit. Transmissions must be originated in the standard CCD+TXP format. Contact your financial institution or software provider to determine what information they require to format and submit payments. Carefully review the example of the ACH credit addenda record format required by the State and the information needed to create the ACH credit detail record in the CCD+TXP format. Refer to the Alabama Department of Revenue instructions for the tax return table at http://revenue.alabama.gov/salestax/one_spot.cfm, and <http://revenue.alabama.gov/eft/eftindex.cfm> for the file specifications.

A test transaction or pre-note of \$0.01 is advised to verify that the receiving account information and format are correct.

An EFT authorization form is not required when transmitting a City of Anniston tax payment using the ACH credit payment method. The City of Anniston requires that a valid ACH credit payment meet the following conditions:

- Taxpayer is registered with the City of Anniston for the type of tax that is being transmitted and has been issued a City of Anniston Jurisdiction Account Number.
- Tax payment is transmitted in the form as required by the State of Alabama's My Alabama Taxes (MAT) System.
- Tax payment is transmitted with the correct tax type code for the specific type of tax being paid. The City of Anniston's Tax Type Code (TXP Code) is 04801.

Payments received with an incorrect or incomplete addenda record format may be subject to penalties. Transmissions must be originated within a time frame to ensure your payment is received on or before the due date. Payments received with any of the following conditions: Invalid City of Anniston Taxpayer ID Number, non-registered or applied for accounts, closed accounts, or other conditions may result in those payments being returned to the sending entity.

**CITY OF ANNISTON c/o PREMA CORP
BANK ACCOUNT INFORMATION**

Wells Fargo Bank, N.A.

Transit Routing Number (ABA): **061000227**

City of Anniston Account Number: **2000058163719**

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The TXP Banking Convention Addenda Record must include the following:

- Taxpayer ID
- Tax Period End Date
- Confirmation Number (obtained from tax returns filed via MAT)

Taxpayer ID

The Taxpayer ID includes two components:

1. 2-3 Digit Code indicating the tax type (See Appendix for Tax Type Codes)
2. 10 Digit Alphanumeric Anniston Jurisdiction Account Number (ANN-00xxxx)*

Example: tax type is Seller's Use Tax, Anniston Jurisdiction Account Number is ANN-009999
Taxpayer ID Field = SUANN-009999

Tax Period End Date

The Tax Period End Date field is a six digit numeric field MMDDYY. This field should indicate the last day of the period that the return and payment represents.

Example: Filing begins for October 2014 returns on November 1, 2014. The due date for October 2014 returns is on November 20, 2014. The Tax Period End Date is 103114.

Confirmation Number

The confirmation number is obtained from MAT after filing the tax return online.

*If you are unable to configure your software/banking to include the Anniston Jurisdiction Account Number, you may instead use the 10 digit ADOR-assigned LCL Account Number.



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APPENDIX

<u>Description</u>	<u>Tax Type Code</u>
Sales Tax	ST
Seller's Use Tax	SU
Consumer's Use Tax	CU
Lodgings Tax	LT
Rental Tax	RT