



How to Pay Your Payroll Taxes by Automated Clearing House Credit

You can pay your payroll taxes using the Automated Clearing House (ACH) Credit method. This means you tell your bank to send the payment from your bank account directly to the Employment Development Department. To make sure your payment is correct and on time, follow these steps.

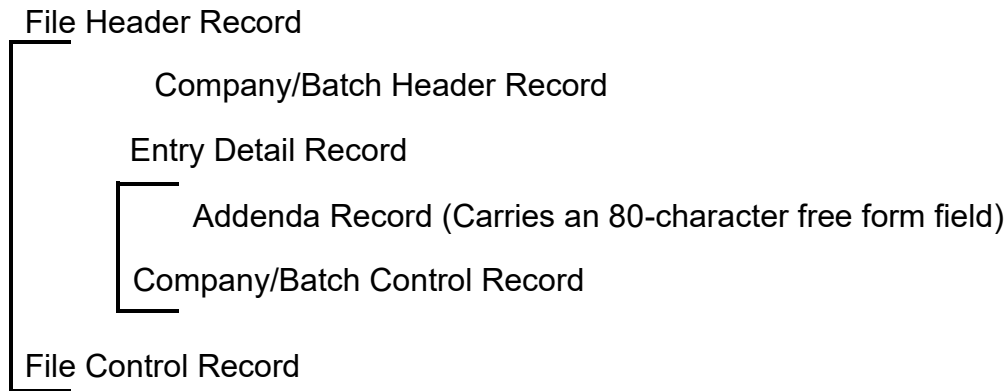
Part A: What to Give Your Bank

Give your bank this information to set up the payment.

Required	Description																								
1. Employer Payroll Tax Account Number	<p>This is your eight-digit number we gave you.</p> <p>Don't use your Federal Employer Identification Number (FEIN). If you don't have an account number, register at e-Services for Business (edd.ca.gov/eServices).</p>																								
2. Tax Type Code	<p>The code tells us what the payment is for. Use the code that matches your schedule.</p> <table border="1"><thead><tr><th>Code</th><th>Schedule</th><th>Type</th></tr></thead><tbody><tr><td>01100</td><td>Semiweekly</td><td rowspan="3">State Disability Insurance and Personal Income Tax</td></tr><tr><td>01101</td><td>Monthly</td></tr><tr><td>01102</td><td>Next banking day</td></tr><tr><td>01104</td><td rowspan="3">Quarterly</td><td>State Disability Insurance and Personal Income Tax</td></tr><tr><td>01300</td><td>Unemployment Insurance and Employment Training Tax</td></tr><tr><td>01301</td><td><i>Quarterly Contribution Return (DE 3D)</i></td></tr><tr><td>01500</td><td rowspan="3">As needed</td><td>Return adjustment</td></tr><tr><td>20000</td><td>Penalty and interest</td></tr><tr><td>20001</td><td>Levy</td></tr></tbody></table>	Code	Schedule	Type	01100	Semiweekly	State Disability Insurance and Personal Income Tax	01101	Monthly	01102	Next banking day	01104	Quarterly	State Disability Insurance and Personal Income Tax	01300	Unemployment Insurance and Employment Training Tax	01301	<i>Quarterly Contribution Return (DE 3D)</i>	01500	As needed	Return adjustment	20000	Penalty and interest	20001	Levy
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3. Payroll Date	<p>Use the right date based on what you are paying.</p> <ul style="list-style-type: none">• State Disability Insurance and Personal Income Tax: Use the date you paid your employees.• Unemployment Insurance, Employment Training Tax, and penalty and interest: Use the Quarter Ending Date. (Examples: as YY/03/31, YY/06/30, YY/09/30, or YY/12/31)• DE 3D, Return Adjustment, and Levy: There is no payroll date, not needed.																								
4. Deposit Amount	<p>Break the payment down like this.</p> <p>Show the amounts and the total.</p>																								

Part B: How Your Bank Sends the Payment

Your bank must use a National Automated Clearing House Association (NACHA) format. Payments in the wrong format won't go to the right account. Ask your bank to make sure the format is **CCD+TXP** and needs to be in this order.



For full details, your bank can get a copy of the NACHA rule book from:

- [Western Payments Alliance \(wespay.org\)](http://wespay.org)
- Call 1-415-433-1230

About the TXP Record

Field	Data Element Name	Contents	Length	Position
1	Record Type Code	"6"	1	01-01
2	Transaction Code	Numeric	2	02-03
3	¹ Receiving DFI Identification	"12223582"	8	04-11
4	¹ Check Digit	"1"	1	12-12
5	² DFI Account Number	"158300057334"	17	13-29
6	Amount	\$\$\$\$\$\$\$¢¢	10	30-39
7	³ EDD Employer Payroll Tax Account Number	Numeric	15	40-54
8	Individual Name	Employer's Business Name	22	55-76
9	Discretionary Data	Alphanumeric	2	77-78
10	Addenda Record Indicator	Numeric	1	79-79
11	Trace Number Indicator	Numeric	15	80-94

- Fields 3 and 4 contain the routing transit number (**12223582**) and check digit (**1**) for the EDD's bank. The bank's name and address are: **US Bank, 630 K Street STE 130, Sacramento, CA 95814-3348.**
- Field 5 contains the EDD's bank account number (**158300057334**).
- Field 7 contains a valid **EDD eight-digit employer payroll tax account number.**

TXP Addenda Convention

Field	Field Name	Length	Contents
	Segment Identifier		TXP
	Separator		*
1	EDD Employer Account Number	8	XXXXXXXX
	Separator		*
2	Tax Type Code	5	XXXXXX
	Separator		*
3	Date	6	YY/MM/DD
	Separator		*
4	Amount type	1	T
	Separator		*
5	Amount	1-10	\$\$\$\$\$\$\$\$\$¢¢
	Separator		*
6	Amount Type	1	T
	Separator		*
7	Amount	1-10	\$\$\$\$\$\$\$\$\$¢¢
	Separator		*
8	Amount Type	1	T
	Separator		*
9	Amount	1-10	\$\$\$\$\$\$\$\$\$¢¢
	Separator		*
10	Taxpayer Verification Number	1-6	XXXXXX
	Terminator		\\

Description of the TXP Record Fields

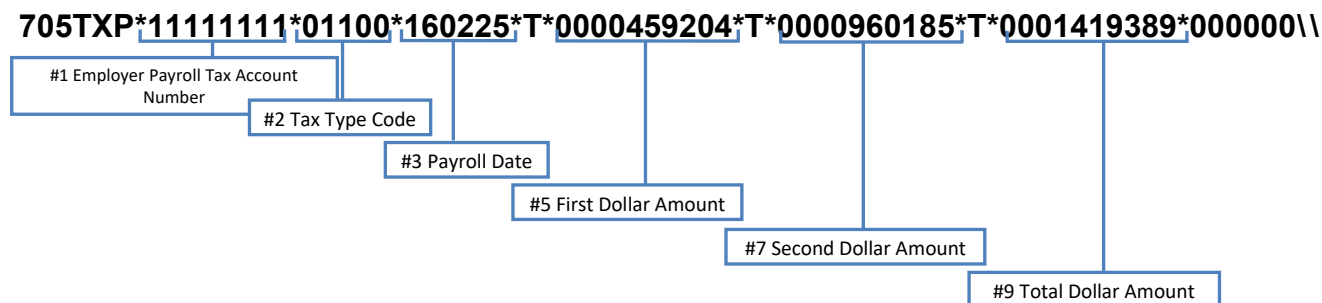
<u>Field Number</u>	<u>Description</u>
1	Contains the taxpayer's EDD employer payroll tax account number. Do not add hyphens, periods, or spaces between numbers.
2	Contains the code for the payment type. Use one of the following codes: <ul style="list-style-type: none"> 01100 Semiweekly SDI and PIT Deposit 01101 Monthly SDI and PIT Deposit 01102 Next-Banking Day SDI and PIT Deposit 01104 Quarterly SDI and PIT Deposit 01300 Quarterly UI and ETT Payment 01301 <i>Quarterly Contribution Return (DE 3D) Payment</i> 01500 Return Adjustment Payment 20000 Self-Assessed Penalty and Interest Payment 20001 Levy Payment
3	Shows the tax date the payment is for (yy/mm/dd). For semiweekly, monthly, next banking day, and self-assessed penalty and interest payments, use the Payroll Date . For quarterly SDI/PIT and UI/ETT payments, use the Quarter Ending Date . Valid dates are YY/03/31, YY/06/30, YY/09/30, or YY/12/31.
4	Contains the amount type "T" for the first amount.
5	Contains the first dollar amount being sent. Do not add dollar signs or decimals. If no tax amount is due, enter 0. For tax type codes 01100, 01101, 01102, or 01104, enter SDI amount. For tax type code 01300, enter UI amount. For tax type code 01301, enter DE 3D payment amount. For tax type code 01500, enter Return Adjustment payment amount. For tax type code 20000, enter Penalty amount. For tax type code 20001, enter Levy payment amount.

Description of the TXP Record Fields (Continued)

<u>Field Number</u>	<u>Description</u>
6	Contains the amount type "T" for the second amount.
7	Contains the second dollar amount being sent. Do not add dollar signs or decimals. If no tax amount is due, enter 0. For tax type codes 01100, 01101, 01102, or 01104, enter PIT withholding amount. For tax type code 01300, enter ETT amount. For tax type code 20000, enter Interest amount.
8	Contains the amount type "T" for the total amount.
9	Contains the Total Dollar amount of the remittance. Do not add dollar signs or decimals.
10	Reserved for the EDD's use; leave blank or enter zeros.

Here is an example of a record sent to EDD for tax payment:

705TXP*11111111*01100*160225*T*0000459204*T*0000960185*T*0001419389*000000\\



Note: Use a valid EDD eight-digit employer payroll tax account number. Do not use the nine-digit Federal Employer Identification Number (FEIN).