



Dear Coal Severance 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 Coal Severance Tax payments. This program is being conducted entirely on a voluntary basis. The Commissioner has adopted the Automated Clearing House (ACH) credit option for Coal Severance Tax electronic payments.

Essential information must be provided with an ACH credit payment submitted to the Commissioner's banking institution to ensure 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 period end date, form type, and amount. On the following page you will find the banking convention layout for the addenda record with an example provided. The layout is provided using the banking standard TXP format.

An ACH credit 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's **ABA bank transit routing number** is "091300285" and the **account number**, to which funds should be transferred, is "0910231".

It is required that you contact your banking institution to send a prenotification (i.e., \$0.00 ACH credit transaction) to test the accuracy of the TXP format before you send an actual tax payment.

We request that once you start making your tax payments utilizing EFT that you continue to make all payments using EFT. **You will still be required to submit a signed monthly Coal Severance Tax report, which may be faxed to 701-328-3700**, or mailed as in the past.

Please notify the Property Tax Section at 701-328-3127 if you would like to take advantage of the EFT program.

25825

**North Dakota Office of State Tax Commissioner
Tax Payment (TXP) Banking Convention
Coal Severance Tax Payment
Addenda Record Layout**

Tax Payment Data Segment (TXP)

Ref #	Element ID	Element Name	Attributes	Value/Description
TXP01	325	Tax Identification Number	M AN 9/9	Federal Identification Number
TXP02	1049	Tax Payment Type Code	M ID 3/3	085 = Coal Severance Tax Payment
TXP03	373	Tax Period End Date	M DT 6/6	YYMMDD = Enter the last day of the Reporting Month the payment applies to (i.e., 141231 = December 2014)
TXP04	817	Amount Type (Tax Information ID Number)	M ID 4/4	RET = Payment with Original Return AMD = Payment with Amended Return ASMT = Payment of Audit Assessment or Billing Statement
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	Tax Amount		Not Used
TXP08	817	Amount Type (Tax Information ID Number)		Not Used
TXP09	1051	Tax Amount		Not Used
TXP010	1050	Identification Code		Not Used

Example:

North Dakota Office of State Tax Commissioner Implementation, Coal Severance Tax Payment

705TXP*123456789*085*141231*RET*150000\

Tax Identification Number	123456789	(Federal ID Number)
Tax Payment Type Code	085	(Coal Severance Tax Payment)
Tax Period End Date	December 31, 2014	
Amount Type	RET	(Payment with Original Return)
Tax Amount	\$1,500.00	