



## ACH CREDIT PAYMENT INSTRUCTIONS

These instructions are for taxpayers that elect to make their City of Centennial 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.

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 Centennial tax payment using the ACH credit payment method. The City of Centennial **requires** that a Taxpayer is licensed with the City of Centennial and has been issued a City of Centennial Retail Sales Tax License Number [CEN-#####] in order to submit payments via ACH credit.

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 Centennial 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 CENTENNIAL BANK ACCOUNT INFORMATION

Wells Fargo Bank, N.A.

Transit Routing Number (ABA): **102000076**

City of Centennial Account Number: **6043777850**

*The information in this document is confidential. It may not be reproduced in whole, or in part, nor may any of the information contained therein be disclosed without the prior consent of the City of Centennial, CO. Any form of reproduction, dissemination, copying, disclosure, modification, distribution and or publication of this material is strictly prohibited.*

### City of Centennial Requirements for the TXP Addenda Record

The TXP Banking Convention Addenda Record must include the following:

- License Number – CEN-#####
- Tax Period End Date

#### License Number

The Taxpayer ID is a 10 Digit Alphanumeric Centennial License Number (CEN-0#####)

#### 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.

Examples: The due date for May 2018 return is on June 20, 2018. The Tax Period End Date is 053118.  
The due date for Quarter 2, 2018 return is July 20, 2018. The Tax Period End Date is 063018.