



Guide for Businesses

Electronic Funds Transfer Payment Guide

For Unemployment Insurance Tax Payments
to the Department of Labor Only

For more information, contact

Sam Peters at (208) 332-3570 ext 3164



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GENERAL INFORMATION

Since July 1, 1988, the state of Idaho has required all tax payments of \$100,000 or more to be paid by electronic funds transfer or EFT (Idaho Code §67-2026). In July 1997, this law was amended to include all payments of \$100,000 or more and to require that such payments be made through the Automated Clearing House (ACH) system:

67-2026. Taxes, Fees and other amounts to be paid by electronic funds transfer –

Exception: (1) Except as allowed in subsection (3) of this section, all taxes and additional amounts of interest, penalty or fees payable together with taxes and all other fees and amounts which are payable to the state must be paid by electronic funds transfer whenever the amount paid or payable is one hundred thousand dollars (\$100,000) or greater. Whenever the payment of taxes is required to be made by electronic funds transfer under this section and the due date falls on a Saturday, Sunday, or legal holiday, the payment may be made on the first business day thereafter.

(2) All electronic funds transfers to the state, whether or not required by this section, shall be made through the automated clearing house system (ACH) operated by the federal reserve by the ACH debit or ACH credit method and shall include related addenda or messages necessary for:

- (a) Coordinating the filing of tax returns or other reports with the payment of taxes and all other fees and amounts by electronic funds transfer; and
- (b) Ensuring the proper receipt and crediting of the payment.

(3) No individual shall be required to make payment to the state by electronic funds transfer of any taxes, fees or amounts payable to the state, regardless of amount, when such taxes, fees or amounts are payable pursuant to section **63-3024***, Idaho Code. However, if an individual elects to make payment by electronic funds transfer of income tax or any fees and amounts associated with income tax liability, such electronic funds transfer shall adhere to the provisions for electronic funds transfer as specified in this section. For the purposes of this subsection (3), the definition of "individual" shall be as the term is defined in section **63-3008***, Idaho Code.

(4) The state treasurer shall adopt procedures necessary to implement the provisions of this section.

** Please see pages 7 and 8 for Idaho Code sections 63-3024 and 63-3008.*

The ACH system is a nationwide network used by the Federal Reserve to exchange and settle financial transactions. EFT is a safe and efficient procedure for transferring payments into the state treasury, helping to ensure that payments are received by their due dates.

Please follow this guide to implement EFT by the Automated Clearing House method for your payments of \$100,000 or greater. The State Treasurer's Office also encourages use of EFT/ACH for payments less than \$100,000, although the law does not require it.

The Department of Labor accepts Automated Clearing House Credit (**ACH Credit**) payments for Unemployment Insurance tax payments.

ACH CREDIT INSTRUCTIONS

For Unemployment Insurance Tax Payments Only

- Contact your bank to determine what ACH origination services it offers. *Allow your financial institution at least 30 days prior to the first payment due date for initial setup.*
- Your bank must transmit your payment to the Idaho State Treasurer using the TXP addenda record. See **page 3** for TXP conventions. Contact the Idaho Department of Labor to receive the bank account information.
- **At least** one business day prior to the payment due date, contact your bank to initiate transmission of credit and addenda information to the state treasurer's account.

Payments made by ACH/EFT must be in the state treasurer's bank account on or before the due date. **Exception:** When a payment due date falls on a weekend or legal holiday the payment is due the next business day.

Idaho Unemployment Insurance Tax Payment Contact

Agency and Tax Type Code	Contact Number	Mailing Address
Department of Labor (Unemployment insurance: 13090)	Phone: (208) 332-3570 x3164 Fax: (208) 334-6300	Attn: Accounting 317 W. Main St. Boise, ID 83735-0610

ACH TXP Addenda Record

For Unemployment Insurance Tax Payments Only

TXP Number	Data Element Descriptions * * ACH TXP Addenda Record * *	Number of Bytes	Contents
	Segment Identifier	3	"TXP"
TXP01	Employer Account Number	1/15	(10 digits)
TXP02	Tax Payment Type Code	1/5	Numeric
TXP03	(Tax period End) Date	6/61	YYMMDD
TXP04	Amount Type	1	"T"
TXP05	Amount	1/10	\$\$\$\$\$\$\$\$¢¢
TXP02	Segment Terminator	1	"\

TXP01	Employer Account Number	0123456789
TXP02	Tax Payment Type Code	13090 (Unemployment Insurance)
TXP03	(Tax Period End) Date	June 30, 2006
TXP04	Amt Type (Tax Info ID Number)	T
TXP05	Tax Amount	\$7439.86

Example of formatted State of Idaho TXP addenda record:

Department of Labor: TXP*0123456789*13090*060630*T*0000743986\