SOUTH CAROLINA

DOR

DEPARTMENT OF REVENUE

SCDOR ACH Credit Instructions

Taxpayer's Guide to Successful ACH Credit Transactions

Contents

For more information regarding Electronic Funds Transfers (EFTs), contact:
SCDOR
EFT Help Desk
PO Box 125
Columbia, SC 29214-0220

Questions? We're here to help.
Contact us at **BusinessEFT@dor.sc.gov**

Introduction

The South Carolina Department of Revenue (SCDOR) requires certain tax payments to be initiated electronically by the payment due date, with funds depositing into the SCDOR's bank account within two banking days after the due date. The SCDOR has established procedures and policies for this requirement.

The Electronic Funds Transfer (EFT) Program offers two options of payment: ACH Debit and ACH Credit. ACH Debit allows the SCDOR to debit the taxpayer's bank account for the amount being paid using the MyDORWAY or **GOV.One**. This document focuses on the ACH Credit payment option.

ACH Credit allows you to send payments to the SCDOR's bank account through a banking program offered by your financial institution. Returns should be filed through MyDORWAY or other SCDOR-approved electronic programs. To register for ACH Credit, complete the D-128, Registration Application for Electronic Funds Transfer, which can be found at **dor.sc.gov/forms**. Once we receive and process the D-128, we will mail you an approval notice.

ACH Credit allows you to send ACH transfers using the Cash Concentration and Disbursement Plus (CCD+) format. You will contact your depository or currency management service provider and instruct them to send the transaction by the due date. Timely payments must post to the SCDOR's bank account within two banking days after the due date.

You must make arrangements with your financial institution to send an ACH Credit payment. We recommend contacting your financial institution before sending an ACH Credit payment to determine what ACH origination services they offer. The cost of this transaction is charged to you.

If you select the ACH Credit method, the SCDOR will provide our bank account number and American Bank Association (ABA) routing/transit number required to make an ACH Credit payment. This will be mailed to you after you have registered with the SCDOR for ACH Credit. The SCDOR's bank account number used to receive ACH Credit payments is not the same account used for fedwires.

You can find CCD+ record formatting (TXP addendum convention) and an explanation of the data elements beginning on page 6.

Advantages of making payments through the EFT program include:
- The cost and time to generate and sign checks is eliminated.
- You know exactly when your account will be debited.
- EFT can be implemented without purchasing additional equipment.

Program Participation

Eligibility

Who is required to participate in the EFT program?

Taxpayers with a liability of $15,000 or more during a filing period are required to make the funds immediately available to the SCDOR. Withholding taxpayers who make 24 or more payments within a year period are also required to make funds immediately available to the SCDOR. Filing periods vary by tax type.

Tax Types

900/976 Telephone Service

911

Admissions

Airline

Alcohol

Beer Excise

Bingo

Brewpub

Carline

Casual or Use Excise

Corporate:

    Bank

    Corporation (Domestic, Foreign, or Limited Liability)

    Electric Coop

    Non-Profit Corporation

    Savings & Loan

    Utility

Deed Recording Fees

Dry Cleaning

Electric Power

Fiduciary

Forest Renewal

Indigent Health Care

Motor Fuel

Non Residential Real Estate

Partnership

PSC Utility

Other Tobacco Products

Rental Surcharge

Solid Waste Excise

Wine

Withholding

Is voluntary participation allowed?

Voluntary participation is encouraged.

- Complete and return the D-128.

Exemptions

Who is exempt from EFT?

- Seasonal filers who conduct business in South Carolina and are required to file and pay only during certain seasonal periods of the year. For example, summer or winter months are considered seasonal periods.
- Government agencies currently making tax payments through IDTs (Interdepartmental Transfers)

You may withdraw from the program if:

For 12 consecutive months or 4 consecutive quarters, you don't meet the qualifying threshold amount of $15,000

- For 12 consecutive months, the number of payments sent to the SCDOR has fallen below the 24 payment requirement (for withholding only)

If you qualify, send a written request to **BusinessEFT@dor.sc.gov**.

Fedwires are for emergencies only.

Contact the SCDOR at 803-896-1715 for prior approval.

ACH Credit Format

Tax Payment (TXP) Addendum (CDD+) Format

Field Number	Field Name	Field Requirements	Data Element Type	Min/Max Use	Contents
	Segment Identifier Separator	M			TXP *
TXP01	Taxpayer ID Separator	M	AN	1/15	XXXXXXXXXXXXXXX *
TXP02	Tax Type Code Separator	M	ID	1/15	XXXXX *
TXP03	Tax Period End Date Separator	M	DT	6/6	YYMMDD *
TXP04	Amount Type Separator	M	ID	1/1	X *
TXP05	Amount Separator	M	N2	1/10	$$$$$$$$cc *
TXP06	Amount Type Separator	O	ID	1/1	X *
TXP07	Amount Separator	C	N2	1/10	$$$$$$$$cc *
TXP08	Amount Type Separator	O	ID	1/1	X *
TXP09	Amount Separator	C	N2	1/10	$$$$$$$$cc *
TXP10	Taxpayer Verification Terminator	O M	AN	1/6	XXXXXX \

Field Name Requirements

Segment Identifier   This field must contain **TXP** and identifies the transaction as a tax payment.

Separator   An asterisk (*****) is required to separate data elements in the CCD+ record.

Taxpayer ID   Your **9-digit file number** for the tax type being paid.

Tax Type Code   Select the applicable code from the table below:

Description	Code	Description	Code
900/976 Telephone Service	14713	Deed Recording Fees	11603
911	42714	Dry Cleaning	33518
Admissions	10901	Electric Power	11701
Airline	12902	Fiduciary	10828
Alcohol	11001	Forest Renewal Fee	33101
Beer Excise	11202	Indigent Health Care	43105
Bingo	12560	Motor Fuel	32312
Brewpub	11207	Non Residential Real Estate	10870
Carline	12901	Other Tobacco Products	11408
Casual or Use Excise	14750	Partnership	10832
Corporate:		PSC Utility	12450
Bank	10103	Rental Surcharge	12718
Corporation (Domestic, Foreign, or Limited Liability)	10807	Solid Waste Excise	43501
Electric Coop	10601	Wine	11303
Non-Profit Corporation	10807	Withholding	10811
Savings & Loan	10203		
Utility	10807		

Tax Period End Date   Format the date as **YYMMDD** (YY=Year; MM=Month; DD=Day).

Amount Type   Enter a **T** for tax, **P** for penalty, or **I** for interest.

Amount   Enter the dollar amount being paid. Always include cents (cc).

Taxpayer Verification   This is an optional field that the SCDOR may use in the future to verify your identity.

Example: 705TXP*Nine digit SC Taxpayer ID#*Five digit tax type*YYMMDD*T*$$$$$$$\

705TXP*123456789*11111*221201*T*12345\

Addendum: Format Keywords

Formats

Data Element Type: The data element type field identifies the type of information contained in the data element (field). For example: AN, ID, DT, N2.

Field Requirement: The field requirement of a field (data element) indicates whether the field is mandatory (M), optional (0), or conditional (C).

Min/Max Use: The min/max use of a field specifies the minimum and maximum length of a particular field. For example, 1/6 indicates that this data element must carry at least one character, but no more than 6.

Data Element Types:

AN: AN represents the string-type data element. String-type data elements contain a sequence of letters, digits, spaces, and/or special characters and must be left justified. Suppress trailing spaces unless they are necessary to meet a minimum length requirement.

DT: The Date Type format is **YYMMDD**. YY is the last two digits of the year (00-99), MM is the numeric value of the month (01-12), and DD is the numeric value of the day (01-31).

ID: The identifier type data element is symbolized by the representation, ID. An identifier data element must always contain a value from a predefined list of values.

N2: The numeric type of field (data element) is represented by the two-position representation, N2. N indicates numeric and 2 indicates the decimal places to the right of a fixed, implied decimal point. The decimal point is not included. This number will always be positive for the TXP application. In the TXP convention, the amount fields are defined as N2 type data elements. Thus $1,200.00 would look as follows *120000*. Note that for zero dollar amounts, this data element type may contain one character (0).

Field Requirements

Conditional (C): The presence of this field (data element) is dependent on the value or presence of other fields (data elements) in the convention.

Mandatory (M): This field (data element) must appear in the convention.

Optional (0): The appearance of this field (data element) is either at the option of sending party or originator and is based on the mutual agreement of the originator and receiver.

Field Names

Amount: Enter the dollar amount owed or being paid in the applicable amount fields. When the amount field is used, it should always contain cents (cc). TXP05 is the only required amount field. TXP07 and TXP09 are only required if an amount type is listed in TXP06 and TXP08, respectively.

For example, if TXP06 contains no amount type, then TXP07 will not be used. If TXP06 and TXP08 contain data, then TXP07 and TXP09 should contain an amount, even if the amount is zero.

Amount Type: The amount type is used to identify the type of amount that follows. To date, identified values include **T** for Tax, **P** for Penalty, **I** for Interest, in that order.

You should keep the trace number issued by your financial institution to assist in locating a transaction if it is not received by the SCDOR.

Frequently Asked Questions

Transmitting Data

When do I transmit to ensure a timely transfer?
Initiate your transaction by the due date **or** use the **Payment Warehousing** feature, which allows you to schedule a payment up to 90 days in advance. The **Settlement Date** is the date the funds are actually transferred. Payments must post to the SCDOR's bank account within two banking days after the due date.

If my tax payment is even dollars, do I still report cents?
Yes, cents must be reported even if zero.

What is the Tax Period End Date?
The last day of the month, quarter, year, or accounting period for which the tax is due. For **Indigent Care** taxpayers, the end dates are January 1, April 1, July 1, and October 1 of each year.

Do I have to do a test payment (prenote)?
The prenote test is an industry standard used to verify your routing/transit number and bank account number. Contact your financial institution for instructions. The test payment should be $0.01.

What should I do if I use ACH Credit and the transmission cannot be made?
Call the SCDOR EFT Helpdesk at for assistance. **Do not send a fedwire without prior authorization**.

Are payments on amended returns allowed through ACH Credit?
Yes. Indicate your SC taxpayer ID, the tax period end date, and tax code as if making a current payment.

Can I make bill payments through ACH Credit?
Yes. Indicate your SC taxpayer ID, the tax period end date, and tax code as if making a current payment.

How can I request a refund for an incorrect transfer?
You may be able to apply the funds to another period or request a refund. Call the EFT Help Desk for assistance.

Do I still have to file a return if I use the ACH Credit method?

911
Yes. The ST-406 is available on MyDORWAY.

Indigent Care
No return is required.

Withholding

Do not file the WH-1601. However, you must continue to file the WH-1605 and WH-1606. If a payment is due for either WH-1605 or WH-1606, make your payment through EFT and file the returns on MyDORWAY or other SCDOR-approved electronic methods.

Corporate

Do not file the SC1120-CDP, Corporation Declaration of Estimated Income Tax coupon. File the SC1120, Corporate Income Tax Return, or the SC1120T, Tentative Corporation Tax Return and Conditional Extension.

All other taxes

File as required.

Penalty and Interest

What will happen if I don't make timely EFT payments?

You will be subject to penalty and interest as prescribed by law. SC Code Sections 12-54-43(D) and (E) impose penalties of 0.5% per month, for a maximum of 25%, for amounts shown on a return or required to be shown on a return that are not paid by the original due date. For Income Tax purposes, SC Code Section 12-54-55 imposes declaration penalties (equal to the federal interest rate) on underpayments of estimated tax. SC Code Section 12-54-25 imposes interest on amounts that are not paid when due. For more information, visit **dor.sc.gov/policy**.

What will happen if I don't file my return on time?

You can be charged a penalty under SC Code Section 12-54-210(A) of up to $500 for failure to keep necessary books, papers, memoranda, records, render statements, make returns, or comply with regulations as the SCDOR prescribes.

What will happen if I am notified to register with the program and I don't comply?

You can be charged a penalty under SC Code Section 12-54-210 for failing to file as the SCDOR mandates under SC Code Section 12-54-250(D). The SCDOR will allow alternative means other than paper to file returns and reports necessary under this code section.

Weekends and Holidays

What if a payment due date falls on a holiday or weekend?

- If the last day of a specified period is a Saturday, Sunday, or a legal holiday, SC Code Section 12-60-50 extends the end of the period to the next business day.
- If a payment due date falls on a bank holiday or weekend, you must initiate the transaction by the banking day following the holiday or weekend.
- For the payment to be on time, it must post to the SCDOR's bank account no later than two banking days after the date of initiation.
- See the holiday schedule below to determine when you must initiate your payment.

Holiday Schedule

A legal holiday is any day the SCDOR (+) or the offices of the United States Postal Service (*) are closed. They include:

New Year's Day	January 1*+
Martin Luther King Jr. Day	Third Monday of January*+
Presidents' Day	Third Monday of February*+
Confederate Memorial Day	May 10+
Memorial Day	Last Monday of May*+
Juneteenth	June 19*
Independence	Day July 4*+
Labor Day	First Monday of September*+
Columbus Day	Second Monday of October*
Veterans' Day	Novemeber 11*+
Thanksgiving Day	Fourth Thursday of November*+
Day After Thanksgiving	Friday following Thanksgiving Day+
Christmas Eve	December 24+
Christmas Day	December 25*+
Day After Christmas	December 26+

* **Federal Reserve Bank Holiday** - If a Federal Reserve holiday falls on an SCDOR due date, the due date moves to the next business day regardless of whether the SCDOR is open or not.

+ **SCDOR Holiday** - When a state holiday falls on a Saturday, it will be observed on the preceding Friday. When a state holiday falls on a Sunday, it will be observed on the following Monday. (Exceptions may apply.)