SCDOR ACH Credit Instructions

Taxpayer's Guide to Successful ACH Credit Transactions

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Introduction

The ACH Credit Program is an electronic payment option that you can use to make most business tax payments to the South Carolina Department of Revenue (SCDOR). It allows you to send payments to the state's bank account through your financial institution.

You must make arrangements with your financial institution to send an ACH credit payment to the SCDOR. We recommend asking your financial institution what ACH origination services they offer. The cost of this transaction is charged to you.

Advantages of making ACH payments:
- The cost and time to generate and sign checks is eliminated.
- You know exactly when your account will be debited.
- You don't need to purchase additional equipment.

The SCDOR accepts ACH credit transfers using the Cash Concentration and Disbursement Plus (CCD+) format. You can find CCD+ record formatting (TXP addendum convention) and an explanation of the data elements beginning on page 3 of this document.

Before you begin making ACH credit payments, you must request ACH Credit Banking Instructions through **MyDORWAY**, our free online tax portal. The SCDOR will provide addenda format instructions and the state's bank account information required to make an ACH credit payment.

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

Program Participation

The ACH Credit Program is one of several options the SCDOR offers for taxpayers to make tax payments electronically. This guide does not apply to levy payments.

Eligibility

The tax types listed below are eligible to make ACH credit payments.

900 Telephone Service	*Electric Co-op Tax*	*Motor Fuel Vendor*
911 User Fee	*Electric Power Tax*	*Motor Fuel Violation*
Admissions Tax	*Eleemosynary Tax*	*Other Tobacco Products Tax*
Airline Property Tax	*Fiduciary Tax*	*Out of State Wine Shipper Tax*
Bank Tax	*Forest Renewal Tax*	*Partnership Tax*
Beer Importer Tax	*Indigent Health Care Tax*	*PSC Utility Assessment*
Beer Wholesaler Tax	*Liquor by the Drink Tax*	*Public Utility Tax*
Bingo Tax	*Liquor Wholesaler Tax*	*Rental Surcharge*

Brewpub Tax	*Motor Fuel Blender*	*Sales & Use Tax*
Carline Property Tax	*Motor Fuel Exporter*	*Savings & Loan Association Tax*
Casual Use Tax	*Motor Fuel Importer*	*Solid Waste Tax*
Cigarette Tax Stamps	*Motor Fuel Manufacturer Tax*	*Solvent Surcharge Fee*
Corporation Tax	*Motor Fuel Miscellaneous Tax*	*Wine Importer Tax*
Deed Recording Fee	*Motor Fuel Supplier Tax*	*Wine Wholesaler Tax*
Dry Cleaning Facility Fee	*Motor Fuel Terminal Tax*	*Withholding Tax*
Dry Cleaning Surcharge Fee	*Motor Fuel Transporter Tax*	

Who is required to pay electronically?

- Taxpayers with a liability of $15,000 or more during a filing period. Filing periods vary by tax type.
- Withholding agents who make 24 or more payments within a year.
- See SC Code Section 12-54-250, available at **dor.sc.gov/policy**, for information.

Request ACH Credit Banking Instructions

You must log in to MyDORWAY, the SCDOR's free online tax portal, to request an ACH Credit Approval notification that will provide the state's banking information and an example of the correct format for your payment record addenda needed to make successful ACH credit transactions.

If you do not have MyDORWAY access, visit **dor.sc.gov/mydorway-signup** to sign up for an account.

Once you are logged in, you may request ACH Credit Banking Instructions:

1. Select the **More** tab.
2. Third Party Access users should navigate to the **Account Manager** panel.

   - All other access users should navigate to the **Payments & Returns** panel.
3. Click **Request ACH Credit Banking Instructions**.

   - You must have the FEIN and File Number of the account that will make ACH credit payments.
4. After completing the request, click **Print ACH Credit Approval**. The ACH Credit Approval notification contains information you need to make successful ACH credit payments such as the required record format, tax type code, and the state's bank account information.
5. Provide the ACH Credit Approval notification to the appropriate department in your company to initiate payments to the state's bank.

   - A history of your ACH Credit Approval is available by logging in to MyDORWAY, selecting the **More** tab, and clicking **Search Submissions**.

ACH Credit Format

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	For Sales Tax, use your FEIN as the Taxpayer ID. For **all other** eligible tax types, use your 9-digit File Number for the tax type being paid.
Tax Type Code	Use the 5-digit code provided on your MyDORWAY ACH Credit Approval.
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 to verify your identity.
Terminator	The payment record must include the (\) terminator immediately after the last amount.
Example:	705TXP*Taxpayer ID*Tax Type Code*Period End Date*T*$$$cc*P*$$cc*I*$$cc\
Populated Example:	**See your MyDORWAY ACH Credit Approval notification for a populated example relevant to your account.**

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 \

Addendum: Format Definitions

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

- **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.
- **DT:** DT represents the date type data element. 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 the DD is the numeric value of the day (01-31).
- **ID:** ID represents the identifier type data element. AN identifier data element must always contain a value from a predefined list of values.
- **N2:** The numeric type data element is denoted 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 Requirement: The field requirement of a data element indicates whether the field is mandatory (M), optional (O), or conditional (C).

- **Conditional (C):** The presence of this field is dependent on the value or presence of other fields in the convention.
- **Mandatory (M):** This field must appear in the convention.
- **Optional (O):** The appearance of this field is at the option of the originator and is based on the mutual agreement of the originator and receiver.

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.

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, and **I** for Interest, in that order.

Holidays & Weekends

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.
- To be on time, payments must post to the state'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.

What legal holidays does the SCDOR acknowledge?

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

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	November 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.

Frequently Asked Questions

How do I make sure my funds are transferred on time?

Initiate your transaction by the due date. Payment Warehousing may be available through your financial institution, 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 state's bank account within two banking days after the due date.

If my tax payment is even dollars, do I still report cents?

Yes, you must report cents, even if zero.

What is the maximum payment that can be made through the ACH Credit Program?

You cannot exceed $99,999,999.99 due to record length restrictions. The program accepts any payment amount under $100 million.

What is the Tax Period End Date in the Addenda Record?

The last day of the month, quarter, year, or accounting period for which the tax is due. Indigent Health Care Tax is an exception, with period end dates of 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 for $0.01.

What should I do if I use the ACH Credit Program and the transmission cannot be made?

Email **BusinessEFT@dor.sc.gov** for assistance. **Do not send a federal wire without prior authorization**. The state's bank account number for ACH credit payments **cannot** be used for federal wires.

Are payments on amended returns allowed through the ACH Credit Program?

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 the ACH Credit Program?

Yes. Indicate your SC taxpayer ID, the tax period end date, and tax code as if making a current payment.

What will happen if I don't make timely 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**.