



## West Virginia Requirements for the TXP Addenda Record

### TXP Banking Convention and Addenda Record Format

Field Name, Data Elements & Separators	Field Size	Position		Contents
		Start	End	
Segment Identifier	3	1	3	TXP
Separator	1	4	4	*
Taxpayer ID	12	5	16	Numeric
Separator	1	17	17	*
Tax Type Code	5	18	22	See Tax Type Table
Separator	1	23	23	*
Tax Period End Date	6	24	29	YYMMDD (Numeric)
Separator	1	30	30	*
Payment Amount Type	1	31	31	T
Separator	1	32	32	*
Payment Amount	10	33	42	\$\$\$\$\$\$\$¢¢
Terminator	1	43	43	\

#### Tax Type & Tax Type Codes

Tax Type	Tax Type Code
Withholding	01170

Here is a properly formatted TXP addenda record for ACH Credit using these charts:

705TXP\*123456789001\*01170\*010131\*T\*9999999\

Seg. ID	Taxpayer ID	Tax Code	Pd. End Date	Payment Amount
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Additional information regarding ACH Credits and the TXP Addendum convention can be found on our website at [www.tax.wv.gov](http://www.tax.wv.gov). Under the "Business" tab, click the Make a Payment option and view the WV/EFT-4: Electronic Funds Transfer Program Guide.

Bank account information will be provided once this application is properly completed and approved by the West Virginia State Tax Department.

#### CLIENT DATA

Payroll Service companies must prove to the Tax Department a listing of all their clients to include, at least, the taxpayer's name and West Virginia Tax Identification Number. The Tax Department prefers this data in a flat text file. In addition, the payroll service company must notify the Tax Department of any new clients by sending an updated file. Payroll Service companies that have clients that are waiting on a West Virginia Tax Identification Number should transmit payments for those clients using the client's FEIN with "001" added in positions 13 through 15 of the TXP Addendum record until they have received the West Virginia Tax Identification Number from the client.

WV does not accept ACH Transactions originating outside the United States.

For more information on the client data files and coordinating the exchange of this data contact the Revenue Division at (304) 558-8692.