



## Important EFT Notice

TO: All Corporate Franchise Taxpayers  
SUBJECT: Filing Procedure Update  
DATE: December 2, 2002

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We have been experiencing an increased number of taxpayer errors involving EFT transmissions. In addition, effective January 01, 2003 we will assume a function presently performed by the Treasurer of State and we will be modifying this function. To assist you and to ensure that you are properly transmitting your EFT payment and meeting your tax report filing requirements, we have prepared the following questions and answers.

**Question 1.** Can I continue to include multiple taxpayers, tax types or periods in a single EFT transmission?

- No. Effective January 01, 2003 each transmission can only include information for one taxpayer, one tax type and one period.

**Question 2.** If I EFT my corporate franchise tax payment to the Treasurer of State, do I still have to file a paper copy of the tax report?

- If the EFT payment relates to either the FT-1120E, FT-1120ER or FT-1120EX report, you do not have to file the paper document. You do have to properly complete the addenda record.
- If the EFT payment relates to filing of either the FT-1120 or FT-1120FI report, you must file the paper document of these reports with the Ohio Department of Taxation. Also, you are required to properly complete the addenda record for this EFT transmission.

**Question 3.** What are some of the common errors made when transmitting an EFT payment and addenda record?

- Taxpayers fail to identify the correct tax period. Be absolutely certain that you identify the period of liability for which the EFT transmission is intended in the six-character numeric TAX DATE field of the addenda record. The format is MMDDYY for an ACH debit transmission and YYMMDD for an ACH credit transmission.
- Taxpayers erroneously enter their federal identification number (FEIN) in the TAX ID. field instead of their Corporate Franchise Tax ID. number. Be certain that you enter your eight-character corporate franchise tax ID. number (not your charter number) and the single-character check digit that appears to the right of your Corporate Franchise Tax ID. number in the nine-character numeric TAX ID. field
- Taxpayers erroneously enter the wrong five-character numeric TAX TYPE code in the addenda record. Be absolutely certain that you always use the five-character numeric TAX TYPE code, which identifies the type of tax in the EFT transmission. For corporate franchise tax form FT-1120E use 02101, for FT-1120ER use 02302, for FT-1120EX use 02303, and for FT-1120 and FT-1120FI use 02600.

**Please adhere to the Treasurer of State's EFT procedures each time you remit taxes electronically. When any of these steps are omitted or if data fields are completed in error, the Ohio Department of Taxation (ODT) will inadvertently post your payment transaction incorrectly. Unfortunately, this will cause a subsequent bill/assessment notice to be issued, which will require your attention to resolve.**

Please help us by carefully following the established EFT guidelines. Your special attention to detail will ensure that your tax payments and tax reports are properly credited to your account.

If you have any questions, you can call us at 1-888-405-4089 or you can contact us through our Web site at [www.state.oh.us/tax/](http://www.state.oh.us/tax/).