



## Cartridge Tape Filing: IT 1041ES Payments Requirements Definition

### Overview

The Ohio Department of Taxation is providing an option to replace the manual paper filing with a cartridge tape(s) for all third-party vendors that file IT 1041ES forms on behalf of their clients. This process will not only eliminate paper and manual processing functions, but also increase the accuracy of the information updated to the taxpayers file. This requirements definition (RD) will define the requirements and specifications. The Department of Taxation can revoke this option if it is determined that Fast Tax is not fully complying with the requirements.

### Department of Taxation Contacts

Contact Russell Strope at (614) 752-1987 if you have any questions about the IT 1041ES information or the cartridge tape. Fast Tax is to provide the Department of Taxation with a contact person and phone number for reporting production transmittal discrepancies.

### Test Cartridge Tape

Two tapes must be run with the information required. One tape will be sent with documentation and the second tape will be retained by the vendor as a backup. If the Department of Taxation determines that the production tape is corrupt, the vendor will be asked to supply the backup tape within three days. This process should also be continued when production begins. The external label must indicate that this is a **test tape** of IT 1041ES test data.

### Send Test Cartridge Tape To:

Ohio Dept. of Taxation – Information Services Division  
S.O.C.C. – 1320 Arthur E. Adams Drive  
Room 224 – Tape Library  
Columbus, Ohio 43221

### Approval Process

Fast Tax will be advised of the test results and informed of changes (if any) that are required before live production begins.

### Cartridge Tape Requirements

A file will be required to be sent to Department of Taxation as follows.

- IT 1041ES documents
- 3490 cartridge tape

Tape File Specification	
Medium	3490 cartridge tape
File name	IT 1041ES data file Label: "ODT.IT1041ES.INPUT"
Record length	260 characters
Block size	32760
Record format	Fixed block (FB)

### Cartridge Tape Layout

See chart below.

Record Layout – IT 1041ES Detail Record (Supplied by Department of Taxation to Vendor)				
Field Name	Length	Data Type	Position	
			Start	End
FEIN	9	N	1	9
Tax Year	4	N	10	13
Batch Number	11	N	14	24
Trust Name – 1	35	A/N	25	59
Trust Name – 2	35	A/N	60	94
Fiduciary Name – 1	35	A/N	95	129
Fiduciary Name – 2	35	A/N	130	164
Address	35	A/N	165	199
City	20	A	200	219
State	2	A	220	221
ZIP Code	5	N	222	226
Check Amount	11	N	227	237
Receive Date	8	N	238	245
Processing Code	1	A	246	246
Document Type	1	A	247	247
Form Type	2	A/N	248	249
Source ID	2	N	250	251
Filler	9	A/N	252	260

The following section describes how each field on the IT 1041ES record should be formatted or valued.

- **FEIN:** This is the federal employer identification number identifying the taxpayer. This field is required and must be numeric.
- **Tax Year:** The year for which the IT 1041ES is being filed (i.e., 2002). This field is required and must be numeric.
- **Batch Number:** For Department of Taxation use. Zero-fill.
- **Trust Name – 1, Trust Name – 2, Fiduciary Name – 1 and Fiduciary Name – 2:** Names and information identifying the account. Space-fill any unused name field.
- **Address, City, State and ZIP Code:** Mailing address of the account. Space-fill address, city or state, if unknown. Zero-fill ZIP code, if unknown.
- **Check Amount:** The amount of the payment being sent in dollars and cents. Must be numeric with leading zeros and no punctuation. Maximum amount is \$999,999,999.99. (i.e., for a payment of \$396.45 value 00000039645)
- **Receive Date:** For Department of Taxation use. Zero-fill.
- **Processing Code:** For Department of Taxation use. Space-fill.
- **Document Type:** For Department of Taxation use. Value N.
- **Form Type:** Value T2 if the IT 1041ES is filed for trust tax; value E2 if the IT 1041ES is filed for estate tax.
- **Source ID:** A code to identify the source of the information. Value 05.
- **Filler:** Currently unused. Space-fill.

### Tape Submittal Information

The following is the list of requirements for each cartridge tape that is sent in.

- The external label on the production cartridge tape must reflect the target agency, content, due date, volume number, transmitter's company name, number of records, batch tax due amount, batch check amount. Volume numbers must indicate the proper sequence (e.g., Tape: 2 of 3) on each label.

<b>Ohio Department of Taxation</b>	
IT 1041ES:	Due Date: <b>2-15-03</b>
Tape: <b>1 of 4</b>	Vol-Ser: <b>213456</b>
Company Name: <b>Fast Tax</b>	
Number of Records: <b>500</b>	
Batch Tax Due Amount: <b>456,123.78</b>	
Batch Check Amount: <b>456,123.78</b>	

Example Label

- Transmittal letter (see sample, next page)
- Send cartridge tape(s) and check(s) (see Document Processing, Check Processing and Balancing Processing) to the following address:

State of Ohio – Department of Taxation  
c/o Mike Cardi  
4485 Northland Ridge Blvd.  
Columbus, OH 43229

### Document Processing

Only zero tax liability and tax due liability information is required to be filed by cartridge tape. It is suggested that a listing of all taxpayers on the cartridge tape is made for ease of reconciliation. You are not required to file this report with the Department of Taxation.

### Check Processing

The requirements for check processing will be as follows:

- One certified check remitted for each cartridge tape submitted.
- Each check must be in balance with each cartridge tape.
- Make certified checks payable to: **Ohio Treasurer of State.**

### Balancing Processing

Once the Department of Taxation receives the cartridge tape(s) and certified check(s), the cartridge tape(s) will be run to see if the amount on the transmittal letter matches. If the cartridge tape(s) do not match, Fast Tax will be notified immediately by phone that there was a discrepancy, and the tape(s) will be withheld from further processing.

### Vendor Responsibility

Fast Tax is responsible for the Integrity of the data that they are sending to the Department of Taxation.

### Transmittal Letter

The following information will need to be included on the IT 1041ES transmittal letter for each cartridge tape sent in.

- Company name
- Data set name (DSN) on cartridge tape (Ex: 'ODT.IT1041 ES.INPUT'...refer to section 4.1).
- Tape identifier (Vol-Ser) for each cartridge tape (Ex: '213456')
- Number of records on each cartridge tape
- Certified check amount
- Signature, date and title of the transmitter.

Make certified check(s) (one check per tape) payable to **Ohio Treasurer of State** and send to the following address:

State of Ohio – Department of Taxation  
c/o Mike Cardi  
4485 Northland Ridge Blvd.  
Columbus, OH 43229

**IT 1041ES Transmittal Letter**  
 Ohio Department of Taxation  
 Remittance of IT 1041ES Payments

Company name: **Fast Tax**

DSN: \_\_\_\_\_

Make certified check(s) (one check per tape) payable to Ohio Treasurer of State and mail to:

State of Ohio – Department of Taxation  
 c/o Mike Cardi  
 4485 Northland Ridge Boulevard  
 Columbus, OH 43229

Tape Vol-Ser	Number of Records	Check and Document Amount
<b>Total</b>		

**Total of all certified checks enclosed**

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Title \$ \_\_\_\_\_ . \_\_\_\_\_