

Electronic Funds Transfer Application for Payroll Service Companies

West Virginia State Tax Department

| Е | WV ID Number or FEIN: | | | | | | | |
|-----------|--|---------------------------------------|---------------------|------------------|--|--|--|--|
| APPLICAN | Payroll Service Company Name: | | | | | | | |
| <u>2</u> | | | | | | | | |
| J | Address: | : | | | | | | |
| A | | · · · · · · · · · · · · · · · · · · · | | | | | | |
| | | | | | | | | |
| CONTACT | Primary Contact Person: | | | | | | | |
| | | | | | | | | |
| K | Address: | Address: | | | | | | |
| 8 | | | | | | | | |
| | | | | | | | | |
| AGREEMENT | As a payroll service company, we are authorized by our clients to file and pay West Virginia withholding taxes on their behalf. Each of our clients has executed a power of attorney authorizing us to file and pay West Virginia withholding taxes on their behalf. | | | | | | | |
| | In exchange for agreeing to transmit West Virginia withholding tax payments for all of our clients by electronic funds transfer in NACHA CCD+ format using | | | | | | | |
| | the Tax Payment (TXP) Convention, the West Virginia State Tax Commissioner agrees to designate the electronic funds transfer payment as our client's Employer's Return of West Virginia Income Tax Withheld (Form WV/IT-101Q) in accordance with the provisions of Code §11-21-74. | | | | | | | |
| | Thus, by executing this application and paying the West Virginia withholding taxes for our clients by electronic funds transfer, our company will not have to file paper versions of the Employer's Quarterly Return of Income Tax Withheld (Form WV/IT-101Q). This designation does not apply to the form WV/IT-103, Annual | | | | | | | |
| | Reconciliation of West Virginia Income Tax Withheld. | | | | | | | |
| | The signature of the authorized agent of the above named payroll service company affixed to this application shall be deemed to be the signature for all payments and designated tax returns filed under this agreement. Under penalties of perjury, I declare that all designated tax returns (electronic funds transfer | | | | | | | |
| FILING | payments) made under this agreement are to the best of my knowledge and belief true, correct and complete. | | | | | | | |
| | Authorized Agent: Date: Date: | | | | | | | |
| | (please print) Authorized Agent Signature: Title: | | | | | | | |
| | | | | | | | | |
| ATION | I hereby request the West Virginia State Tax Department grant authority for the above name payroll service company to initiate Automated Clearing House transactions to the State of West Virginia electronic funds transfer account. I understand these must be in the NACHA CCD+ format using the Tax Payment | | | | | | | |
| | (TXP) Convention and may be only initiated for Withholding Tax payments. I have contacted my bank and confirmed the bank can initiate Automated Clearing House credit transactions that meet West Virginia State Tax Department requirements. For verification, the West Virginia State Tax Department may contact: | | | | | | | |
| _ | | | | | | | | |
| AUTHORIZ | Name of Ba | nk | Bank Contact Person | Telephone Number | | | | |
| ¥ | A # : 1 | | | | | | | |
| 0 | Authorized | Signature | Title | Date | | | | |
| 1 | | | | | | | | |

Mail completed application to: WV STATE TAX DEPT., RD-EFT, PO BOX 11895, CHARLESTON WV 25339-1895 Or Fax to (304) 558-8604

West Virginia Requirements for the TXP Addenda Record

TXP Banking Convention and Addenda Record Format

| Field Name, Data | Field Size | Position | | Contonto |
|-----------------------|---------------|----------|-----|--------------------|
| Elements & Separators | | Start | End | Contents |
| 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 | Т |
| 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*99999999\

Seg. Taxpayer ID Tax Pd. End Payment ID Code Date Amount

Additional information regarding ACH Credits and the TXP Addendum convention can be found on our website at 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.