



City of Castle Pines

Tax & Licensing Division

P.O. Box 209320

Dallas, TX 75320-9320

## ACH CREDIT PAYMENT INSTRUCTIONS

These instructions are for taxpayers that elect to make their City of Castle Pines tax payments by ACH credit. Transmissions must be originated in the standard CCD+TXP format. Contact your financial institution or software provider to determine what information they require to format and submit payments. Carefully review the example of the ACH credit addenda record format required by the State and the information needed to create the ACH credit detail record in the CCD+TXP format.

A test transaction or pre-note of \$0.01 is advised to verify that the receiving account information and format are correct.

An EFT authorization form is not required when transmitting a City of Castle Pines tax payment using the ACH credit payment method. The City of Castle Pines **requires** that a Taxpayer is licensed with the City and has been issued a City of Castle Pines License Number [CAS-#####] in order to submit payments via ACH credit.

Payments received with an incorrect or incomplete addenda record format may be subject to penalties. Transmissions must be originated within a time frame to ensure your payment is received on or before the due date. Payments received with any of the following conditions: Invalid City of Castle Pines Taxpayer ID Number, non-registered or applied for accounts, closed accounts, or other conditions may result in those payments being returned to the sending entity.

### CITY OF CASTLE PINES BANK ACCOUNT INFORMATION

Wells Fargo Bank, N.A.

Transit Routing Number (ABA): **102000076**

City of Castle Pines Account Number: **9245038485**

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### City of Castle Pines Requirements for the TXP Addenda Record

The TXP Banking Convention Addenda Record must include the following:

- License Number – CAS-#####
- Tax Period End Date

#### License Number

The Taxpayer ID is a 10 Digit Alphanumeric City Business License Number (CAS-0#####)

#### Tax Period End Date

The Tax Period End Date field is a six digit numeric field MMDDYY. This field should indicate the last day of the period that the return and payment represents.

Examples: The due date for May 2018 return is on June 20, 2018. The Tax Period End Date is 053118.

The due date for Quarter 2, 2018 return is July 20, 2018. The Tax Period End Date is 063018.