

ACH CREDIT INSTRUCTIONS FOR GROSS PRODUCTION ONLINE REPORTING

How to Initiate an ACH Credit (Effective April 1, 2015):

1. The taxpayer must make the necessary arrangements with their depository or other cash management service to initiate ACH Transactions using the CCD Plus (CCD+) format. The free form field of the special addenda record must be formatted in accordance with the Tax Payment Banking Convention (TXP) as adopted by NACHA.
 2. Separate transactions must be made for each tax account and tax period.
 3. Refer to your depository or other cash management service for the general procedures and file specifications required to initiate an ACH Credit using the CCD+ format.
 4. Once the filer has initiated the transfer of funds, the filer must log into the Gross Production Tax Reporting System, and mark the transaction as paid.
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Example of Addenda Format for Gross Production Tax (Effective April 1, 2015):

You are paying Gross Production (Oil) - '08401.'*
Your Company Reporting Number is '00345.'
Payment period end date is October 25, 2014.**
The Amount is \$985,334.43.***

The addenda record will look like this:
705TXP*00345*08401*141025*98533443\

- * Oil and Natural Gas will have the same code – 08401.
- ** The Reporting Date must be entered in a YYMMDD format.
- *** The decimal will be implied in the addenda record format.