Vermont Department of Motor Vehicles
ACH Credit Processing

ACH credit is an easy and convenient way to pay. Vermont Department of Motor Vehicles needs specific information from you to correctly apply your payment to your account. This is especially important if you have more than one account with the DMV.

The first step is to set up an account with your financial institution. You will need to know what information is needed and the correct format to use. Using the wrong information and format will delay your payment. Please follow the instructions carefully. Payments which do not process correctly may be subject to late-filing penalties and interest.

When setting up your account, you will need to provide the following information (see detailed instructions on the following pages) to your financial institution or payroll company:

> **Bring this guide with you when you set up your ACH credit account with your financial institution or payroll company.**

The segment identifier is **TXP**. This directs your payment to the Vermont Department of Motor Vehicles.

Taxpayer ID

New Vermont DMV Account assigned by the Vermont Department of Motor Vehicles: 3-letter Taxpayer ID Prefix (chart on page 2) plus 13 digits. Example for Fuel Tax: FUL + 1234567890123 = FUL1234567890123

Tax Type Code

Select from one of the codes listed in the chart on Page 2. The code must be exactly 5 digits.

Example: Fuel Tax – 05000

Tax Period End Date

Enter the date as year, month, day – YYMMDD. Do **not** use the tax due date.

Example: December 31, 2019 = 191231

Tax Amount Type

Select and use the option that applies to your payment:
- Use Letter "T" if you are paying the payment shown on your tax return or an estimated tax payment
- Use Letter "B" if you are paying the balance due on your Statement of Account or payment for the amount due on an audit

Routing Number

Use the routing number for People's United Bank: **021052053**

The following table provides information for taxpayers wishing to submit an ACH Credit payment to the Vermont Department of Motor Vehicles for the following tax types:

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Tax Type	Taxpayer ID Prefix	Tax Type Code
Fuel Tax	FUL	05000
IFTA Carrier	IFT	05900
IFTA Jurisdiction	FTJ	05800
IRP	IRP	10200
IRP Jurisdiction	RPJ	10100
Railroad Fuel	RFT	05210
Rental Company	RNT	07010
IFTA Clearing House	CLF	05810
IRP Clearing House	CLP	10110

Carefully follow the Addenda record format beginning on this page to ensure that you have provided the correct:

- Taxpayer ID Prefix
- Tax Type Codes
- Required information in the Addenda record

If you have questions, please contact DMV Accounts Receivable at (802)828-3052.

Required Banking Information for ACH Credit Payments to the Department of Motor Vehicles

NAME OF BANK: People's United Bank   VT DMV ACCOUNT

ADDRESS OF BANK: 850 Main St., Bridgeport, CT 06604   NUMBER: 51976683

ROUTING NUMBER: 021052053

FIELD #	FIELD NAME	FIELD REQUIRED	DATA ELEMENT TYPE	LENGTH	CONTENTS
	Segment Identifier	M			TXP
	Separator	M			*
TXP01	Taxpayer ID	M	AN	Up to 16	**(See chart below)**
	Separator	M			*
TXP02	Tax Type Code	M	ID	5	XXXXX
	Separator	M			*
TXP03	Tax Period End Date	M	DT	6	YYMMDD
	Separator	M			*
TXP04	Tax Amount Type	M	ID	1	**(See chart below)**
	Separator	M			*
TXP05	Tax Amount	M	N2	10	$$$$$$$$cc
	Separator	M			*
	Terminator	M		1	\

Table title: ACH TAX ADDENDA RECORD FORMAT (7 RECORD FORMAT)

TAXPAYER ID		
New Vermont Department of Motor Vehicles Account: 3-letter Taxpayer ID	XXX1234567890123	13 characters in length 3-letter tax ID prefix (detailed on page 1) is already included in your account number

*Legacy Ids acceptable ONLY during the transition to the new CVO system

TAX AMOUNT TYPE		
TYPE OF PAYMENT	CONTENT	DETAILS
Return or Estimated Payment	T	Used to pay taxes due in connection with a return
Statement of Account	B	Used to pay a Statement of Account or audit amount noticed as due

ACH CREDIT ADDENDA 7 RECORD DEFINITIONS

TERM	TERM OPTIONS	MEANING
Field Name		
	Segment Identifier	**TXP** must be entered in this field. This identifies the transaction is related to tax liability.
	Separator	An asterisk (*****) must be entered to separate data elements in the CCD+ record.
	Taxpayer ID	Your 13-digit account number issued by the Department [XXX # # # # # # # # # # # #] This number always begins with 3-letter **OR If using the legacy ids do not include the 3-letter prefix** 1) Your 4-digit account number issued by VT DMV [###X] 2) Your 8-digit Personal Identification number [#######X]
	Tax Type Code	Refer to chart on page 1 for the correct 5-digit code
	Tax Period End Date	The date is entered as YYMMDD. YY = year; MM = month; DD = day. Enter the tax period end date. When paying a Statement of Account, enter the date of the statement.
	Tax Amount Type	The Tax Amount Type value is "T" or "B" depending on the type of payment being made.
	Tax Amount	Enter the dollar amount being paid. The amount field must always contain cents.
Field Requirement		
	Mandatory (M)	The field or data element shall appear in the convention.
	Optional (O)	The use of the field or data element is optional.
Data Element Type		
	AN	The string type data element is symbolized by the representation AN. Contents of string type data elements are a sequence of letters, digits, spaces, and/or special characters. The contents shall be left-justified. Trailing spaces should be suppressed unless they are necessary to satisfy a minimum length requirement.
	ID	The identified type data element is symbolized by the representation ID. An identifier data element shall always contain a value from a predefined list of values.
	DT	The date type element is symbolized by the representation DT. Format for the date type is YYMMDD. YY is the last two digits of the year (00-99 with 00 = 2000), MM is the numeric value of the month (01-12) and DD is the numeric value of the day (01- 31).
	N2	The numeric type of field or data element is represented by the two-position representation N2. N indicates the numeric and 2 indicates the decimal places to the right of a fixed, implied decimal point. The decimal point is not transmitted. It is intended that this number will always be positive for the TXP application. In the TXP convention, the amount fields are defined as N2 type data elements. Thus, $1,200.00 would look as follows *0000120000*. Note for zero-dollar amounts: this data element type may contain one character - 0.

COMMON PROBLEMS WITH ACH CREDIT PAYMENT SUBMISSIONS

- **Invalid Tax Type Code:** The code is too short or does not match a code listed on Page 2.
- **Filing Period formatted incorrectly:** The format is YYMMDD. Note – Do not use the tax due date.
- **Taxpayer ID formatted incorrectly:** Do not include dashes in the account number.

SAMPLE ADDENDA 7 RECORDS (FOR ILLUSTRATIVE PURPOSES ONLY)	
To ensure prompt and accurate processing, please be sure to use the correct Taxpayer ID Prefix and Tax Type Code in your record.	
TAX TYPE	FORMAT OF SAMPLE ADDENDA 7 RECORD
Fuel Tax	TXP* FUL1234567890123*05000*201231*T*249300*\
This represents an addenda 7 record for Snowflake Company with a VT DMV Fuel Tax account number of FUL1234567890123, paying $2,493.00 for Fuel Tax (05000) for the tax period ending Dec. 31, 2020.	
IFTA Carrier	TXP* IFT1234567890123*05900*201231*T*249300*\
This represents an addenda 7 record for Snowflake Company a VT DMV IFTA Carrier account number of IFT1234567890123, paying $2,493.00 for IFTA Carrier Tax (05900) for the tax period ending Dec.31, 2020.	
IFTA Jurisdiction	TXP*FTJ1234567890123*05800*200229*T*249300*\
This represents an addenda 7 record for Snowflake Company with a VT DMV IFTA Jurisdiction account number of FTJ1234567890123, paying $2,493.00 for IFTA Jurisdiction (05800) for the tax period ending Feb. 29, 2020.	
IRP	TXP*IRP1234567890123*10200*210228*T*249300*\
This represents an addenda 7 record for Snowflake Company with a VT DMV IRP account number of IRP1234567890123, paying $2,493.00 for IRP (10200) for the tax period ending Feb. 28, 2021.	
IRP Jurisdiction	TXP*RPJ1234567890123*10100*210329*T*249300*\
This represents an addenda 7 record for Snowflake Company with a VT IRP Jurisdiction account number of RPJ1234567890123 paying $2,493.00 for IRP Jurisdiction (10100) for the tax period ending March 29, 2021.	
Railroad Fuel	TXP*RFT1234567890123*05210*210227*T*249300*\
This represents an addenda 7 record for Snowflake Company with a VT Railroad Fuel account number of RFT1234567890123 paying $2,493.00 for Railroad Fuel (05210) for the tax period ending Feb. 27, 2021.	
Rental Company	TXP*RNT1234567890123*07010*210229*T*249300*\
This represents examples an addenda 7 record for Snowflake Company with a VT DMV Rental Company account number of RNT1234567890123, paying $2,493.00 for Rental Company (07010) for the tax period ending Feb. 29, 2021.	
IFTA Clearing House	TXP*CLF1234567890123*05810*200229*T*249300*\
This represents examples an addenda 7 record for Snowflake Company with a VT DMV IFTA Clearing House account number of CLF1234567890123, paying $2,493.00 for IFTA Clearing House (05810) for the tax period ending Feb. 29, 2020.	
IRP Clearing House	TXP*CLP1234567890123*10110*200229*T*249300*\
This represents examples an addenda 7 record for Snowflake Company with a VT DMV IRP Clearing House account number of CLP1234567890123, paying $2,493.00 for IRP Clearing House (10110) for the tax period ending Feb. 29, 2020.	