



City of Sidney

City of Sidney Income Tax
201 West Poplar Street
Sidney, OH 45365
937-498-8111 phone
937-498-8149 fax
tax@sidneyoh.com email

Thank you for enrolling in the ACH Credit Program with the city of Sidney Revenue Collections Department – Income Tax Division. Using this program, you may electronically pay and, with proper addendum file information, electronically file (1) your semi-monthly, monthly, or quarterly withholding income tax coupon, and/or (2) your quarterly estimated tax coupon.

To pay by ACH, please use the following bank account information for the City of Sidney:

Name of Financial Institution: PNC
Routing Transit Number: 041000124
Bank Account Number: 4210336432

As mentioned above, including Tax Payment Addenda Record (TXP) information with your ACH payment will satisfy your coupon filing requirements. No additional information will be needed to process your payment. Listed below is the file format for the TXP Addenda Record that you will need to submit.

<u>Field Number</u>	<u>Description (& explanation)</u>	<u>Format</u>	<u>Type of Field</u>	<u>Length</u>
1	Your Federal Tax ID number	#####	Mandatory	9
2	Code to indicate type of tax payment Being made (use 41 for withholding Payment; 40 for Quarterly estimated Payment)	##	Mandatory	2
3	Due Date of Payment *(YYMMDD)	#####	Mandatory	6
4	Amount of Tax (\$\$\$\$\$\$cc)	#####	Mandatory	10

Field 3 should be the due date for which you wish your payment to settle. The settlement date with the bank will be the same day that we post your transaction to your account. For your reference, here is the listing of due dates for semi-monthly, monthly, and quarterly payments:

Withholding Due Dates

Semi-Monthly

Jan. 15 – Jan. 18
Jan. 31 – Feb. 3
Feb. 15 – Feb. 18
Feb. 29 – March 3
March 15 – March 18
March 31 – April 3
April 15 – April 18
April 30 – May 3
May 15 – May 18
May 31 – June 3
June 15 – June 18
June 30 – July 3
July 15 – July 18
July 31 – Aug. 3
Aug. 15 – Aug. 18
Aug. 31 – Sept. 3
Sept. 15 – Sept. 18
Sept. 30 – Oct. 3
Oct. 15 – Oct. 18
Oct. 31 – Nov. 3
Nov. 15 – Nov. 18
Nov. 30 – Dec. 3
Dec. 15 – Dec. 18
Dec. 31 – Jan. 3

Withholding Due Dates

Monthly

January – February 15
February – March 15
March – April 15
April – May 15
May – June 15
June – July 15
July – August 15
August – September 15
September – October 15
October – November 15
November – December 15
December – January 15

Withholding Due Dates

Quarterly

1st Qtr – April 30
2nd Qtr – July 31
3rd Qtr – Oct. 31
4th Qtr – Jan. 31

Please note that if the due date falls on a Saturday or Sunday or Holiday the payment will be due on the next business day.

If you are making quarterly estimated payment and question your particular due date, please contact Sidney Income Tax at 937-498-8111 or email tax@sidneyoh.com

Once you set up your addenda file, your record should look like this (example using a \$10.00 transaction):

TXP*999999999*99*999999*0000001000

If you have any questions or need additional information, our office hours are from 8:00am to 4:00pm, Monday through Friday.