North Carolina Division of Employment Security

Specification and Record Layout for Wage Reporting, Adjustments and Payments

Payment Submission — ACH Credit

North Carolina State Unemployment Insurance Tax System

Payment Submission – ACH Credit

1.1. General Information

In the system, employers or agents can submit payments via the payment method ACH Credit. This requires the employer or agent to copy the addenda information from the payment confirmation screen, which they then send to their bank. The bank 'pushes' the money to the system each night via interface.

To receive prompt and accurate processing of your ACH Credit payment, you must relay the following information to your bank:

- The required addenda format is referenced below.
- Inform your bank that the information you are providing should be used to populate the 'Payment Related Information' portion of the Addenda record.

Once you send this information to your bank, the bank will then return the 'Payment Related Information' portion of the Addenda record to the agency along with the payment.

When the payment is received by the agency from the bank, the money will be allocated to your account or your clients' account(s) as was identified during the online payment process. Sending accurate information to your bank is imperative for the proper processing of your payment.

NOTE: The effective date of your payment will be the date the payment is received by the agency from your bank, not the date when the payment addenda information was generated.

1.2. ACH Addenda Record Specification

When submitting an ACH Credit payment, Employers and Agents should copy the ACH Addenda record from the Payment Confirmation screen in the system. This ACH addenda record should be sent to your bank for processing.

The addenda record specifications are provided below. We strongly suggest you copy the on-screen addenda record provided during the payment process.

	Field Name	Format/Description	Length	Logic/Validation
1	Record Type	'7' designates addenda record for a specific Entry detail record	1	"7"
	Addenda Type Code	'05' is the addenda type	2	"05"
3	Payment Related Information (80 characters spaces 4-83) Discretionary Data	Discretionary Payment related data. This field is broken down further into five (5) additional fields each field is separated by a field separator (*). These fields contain data regarding the individual employer accounts to which the payments are to be applied.		
3a	Reserved	Reserved.	3	Reserved Value must be 'TXP'
		Separator	1	Field Separator (*)
3b	Employer ID Agent ID	Employer ID or Agent ID of the employer or Agent submitting the payment	10	Left justified with blank spaces to the right NOTE: For an agent making a payment directly on the employer's account (by using the employer lookup functionality), the employer's ID should be used.
		Separator	1	Field Separator (*)
3c	Confirmation Number	This position should contain the confirmation number assigned by the system	9	Left justified with blank spaces to the right
		Separator	1	Field Separator (*)
3d	Amount	Total Payment amount of the ACH Credit for a particular transaction in US dollars and cents	10	Amount of Payment (dollars and cents. No decimal No comma) Left fill with zeros (0) For example, $5,324.89 would be 532489
		Separator	1	Field Separator (*)
3e	Type	Identifies who is sending this payment (employer or agent)	1	Values - E or A E for Employer for Agents/Remitter

	Field Name	Format/Description	Length	Logic/Validation
		Separator	1	Field Separator (*)
3e	Reserved Data	Reserved Data	40	Reserved Data – fill with 0s 00000000000000000000000000000000 0000000
		Separator	1	Field Separator (*)
		Terminator Always '\'	1	must be = \
4	Addenda SequenceNumber	A sequential ascending consecutive number assigned to each primary addenda record	4	"0001"
5	Entry Detail Sequence Number	Contains the last seven digits (or ascending sequence number section) of the Entry Detail Record's trace number	7	Last seven (7) digits of the trace number of the related entry detail record

1.3. ACH Addenda Record Sample

Employer Sample

705TXP*0017930058*000073536*0000271600*E*0000000000000000000000000000000000000000*\00000000000

Agent Sample

705TXP*0008362943*000073712*0176553400*A*0000000000000000000000000000000000000000*\00000000000

1.4. Sample File Layouts

Agent / Employer Payment Allocation	AgentEmployerPaymentAllocation.csv