

# Puerto Rico Department of the Treasury

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..... *Automated Clearing House (ACH) Credit File Specifications*



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# Introduction

## Overview – Automated Clearing House Credit

**Definition** — The ACH credit method allows you to transfer funds by instructing your financial institution (technically referred to as the “Originating Depository Financial Institution”) to debit your account and to credit the Puerto Rico Department of Treasury’s (PRDT) bank account. The use of Fed Wire is not allowed. However, the ACH debit method is available.

**Cost** — You must pay the fees charged by your financial institution for any setup costs and for each ACH credit transaction initiated.

**Record Formats** — In order to report your tax payment correctly, your financial institution must originate your payment using the Cash Concentration or Disbursement plus Tax Payment Addendum (CCD+TXP) format. This format is the standard format that has been adopted for tax payments by the National Automated Clearing House Association (NACHA). You should check with your financial institution to make sure it can transfer your tax payment using this record format.

**How to Report a Payment** — You must contact your financial institution for procedures with regards to reporting and transferring tax payments.

**When to Report a Payment** — EFT does not change any existing requirements of the Puerto Rico Department of Treasury (PRDT) Sales and Use tax law.

To be considered timely, your tax payment must be deposited into the PRDT’s bank account by the payment due date for the tax period. You must check with your financial institution to determine when you should originate your payment so that it will be deposited on time. The Federal Reserve, which regulates the ACH network, does not allow the warehousing of payments for more than two days.

**Zero-dollar Transactions** — If a \$0.00 payment is due, no transmission is required through the ACH network.

**Payment Due Date** — Your payment due date will remain the same. To be considered timely, your EFT payment must be deposited into the PRDT’s bank account on or before the payment due date. You should determine with your financial institution when to initiate your payment to ensure timely receipt.

**Corrections** — If an ACH credit payment was made in error, please contact your financial institution for its correction procedures. *If credit transaction has already been sent to the PRDT, please contact the PRDT since reversals or other debits will not be accepted.*

**Incorrect Record Formats** — If a taxpayer subject to EFT requirements remits a payment with an incorrect format, such payment received by the PRDT *may not be posted correctly to the taxpayer’s account and will not be returned. You must initiate a claim with the Department of the Treasury. Initiating an incorrectly formatted payment may result in it being late and subject to a late payment penalty posted to your account until it can be located manually in the system and corrected.*

**NOTE:** Continuous submissions with errors may result in a switch to the ACH debit method.

**Verification of Timely Payment** — Your financial institution should provide verification of transferred amounts and effective dates.

**Proof of Payment** — If proof of payment is required, it is the taxpayer's responsibility to work with its financial institution to obtain verification that funds were transferred from the taxpayer's account into the PRDT's account. Your bank can supply you with a trace number that it generates for the ACH network.

**Refunds and Reversals** — Current PRDT procedures will be followed. Refunds will not be issued electronically through the ACH network. No reversals *or other debits* will be allowed. *If you believe you have a valid claim*, you are required to contact PRDT.

**Tax Return** — In addition to any payments remitted through EFT, a tax return may be required to be submitted to PRDT depending on the nature of the payment.

**Amended Return** — Amended tax returns must be submitted using the Web Application. Any additional tax due must be remitted through EFT.

# Puerto Rico Department of the Treasury

## ACH File Information

### Financial Information

With the inclusion of additional taxes in the SURI System, new payment types will be available through the ACH Credit mechanism. **It is very important you are aware that the correct bank account should be used depending on the type of tax being paid.**

The following list provides the tax types for the addenda record when a payment is being made without going through SURI. Since the Department of Treasury needs to determine the posting of taxes to the corresponding tax type, direct payments via ACH Credit (not initiated through SURI) will need to be broken down by tax type. If more than one tax type needs to be paid, an ACH Credit transaction will need to be generated per tax type. Combined tax type payments can be made **only** when the payment is initiated through the SURI application. In this case, you may obtain a different Tax Type than those listed here in the Addenda Record that SURI will provide together with the correct bank account.

This table is continued on the next page. Valid tax types are between 00001 and 00038.

Tax Type	Tax Description	Bank Account to Remit Funds to
00001	Wages Withholding	999103630
00002	Alcoholic Beverages	999103630
<b>00004</b>	<b>Sales and Use<sup>1</sup></b>	<b>999294406<sup>1</sup></b>
00005	Fines	999103630
00006	Gift	999103630
00007	General Merchandise	999103630
00008	Horse-Racing	999103630
00009	Estate	999103630
00010	Lubricating Oil	999103630
00011	License	999103630
00012	Individual Income Tax <sup>2</sup>	999103630 <sup>2</sup>
00013	Petroleum	999103630
00014	Tire Recycling	999103630
00015	Vehicle Excise	999103630
00017	IRA Withholding	999103630
00018	Non-Resident Withholding	999103630
00019	Other Income Withholding	999103630
00020	Retirement Plans Withholding	999103630
00022	Corporate Income Tax	999103630 <sup>2</sup>
00023	Professional Services Withheld from Individuals	999103630
00024	Professional Services Withheld from Corporations	999103630
00025	Interest Withholding	999103630
00026	Dividend Withholding	999103630



00027	Pass Through Entity	999103630
00028	Foreign Taxable Acquisition	999103630
00029	Environmental Protection Fee	999103630
00030	Other Income – Other	999103630
00031	Non-Resident Withholding – Royalties	999103630
00032	Non-Resident Withholding – Special Rate	999103630
00033	Non-Resident Withholding – Other	999103630
00034	IRA Withholding – Interest	999103630
00035	IRA Withholding – Distributions	999103630
00036	Other Income Withholding – Individual – Prior 2019	999103630
00037	Other Income Withholding – Corporation – Prior 2019	999103630
00038	Other Income Withholding – Distribution – Prior 2019	999103630

**Note 1:** Please note that when paying Sales and Use Taxes Exclusively, the funds should be directed to the correct bank account (999294406). **For all other transactions, including the ability to pay multiple tax types with a single transaction, please remit funds to the 999103630 Bank Account.**

**Note 2:** Since these taxes will be transitioned to the SURI platform on February 24<sup>th</sup>, 2020, until this date (2/24/2020), your payments need to be directed to account 999835191. After this date, they should be directed to 999103630. This is important since account 999835191 will be unavailable after February 24<sup>h</sup>.

00012	Individual Estimated Tax until 02/10/2020	999835191
00022	Corporate Income Tax until 02/10/2020	999835191

As per the writing of this document, any remittance for Individual or Corporate Estimated Tax (Tax types 00012 and 00022) should be issued following the addenda instructions for these 2 taxes that have been previously used for payments on or before February 24<sup>th</sup>, 2020. For payments made after February 24<sup>th</sup> and forwards, you will need to comply with the instructions provided in this document.

### Additional Information

The following information also needs to be provided to your financial institution or software developer. Some information will be specific to your payment while some will not change from payment to payment. It is important that these values be included where specified so that your payment can be tracked and associated to your filing. Failure to include this information properly may result in the Department of the Treasury rejecting your payment.

With the integration of taxes into a single system, the Department of Treasury is moving away from the Merchant Registration Number and using your SURI Taxpayer ID for all types of transactions. We are also including the ability for you to submit additional IDs that could be used in associating your payment to your account.

Description	Comments
SURI Taxpayer ID	Changed from Merchant Registration Number in the prior version of this document to your SURI Taxpayer ID. This information needs to be included as specified in the ACH Credit Layout section.



	<p>This number is provided in your SURI Account and consists of 10 digits in the form of xxxxx-xxxxx. Since the field provided by ACH is 15 characters in length, your 10 digits must be left justified and padded with blanks. i.e.</p> <table><tr><td>n</td><td>n</td><td>n</td><td>n</td><td>n</td><td>n</td><td>n</td><td>n</td><td>n</td><td>n</td><td>b</td><td>b</td><td>b</td><td>b</td><td>b</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Where “n” is a digit and “b” stands for blank or space. No special characters (no dashes) need to be included. Appendix A provides a guide of how to locate your SURI Taxpayer ID.</p>	n	n	n	n	n	n	n	n	n	n	b	b	b	b	b	1	2	3	4	5	6	7	8	9	0					
n	n	n	n	n	n	n	n	n	n	b	b	b	b	b																	
1	2	3	4	5	6	7	8	9	0																						
Confirmation Number	<p>This will need to be included as specified in the ACH Credit Layout Section and will be provided for every transaction processed in the system. This is a unique number that will associate your payment with your account.</p> <p>This number is a 12-character numeric value of the following form:</p> <p>400YYJJJAAAA</p>																														
Tax Type	<p>This value needs to be correctly specified and will be used according to the tax type that you intend to pay. Values permissible here are those indicated in the Financial Information section.</p>																														
Tax Period End Date	<p>This value needs to be correctly provided and is used to associate the remittance with the correct filing period. It is entered in the following format (YYMMDD):</p> <table><tr><td>Value</td><td>Description</td><td>Example</td></tr><tr><td>YY</td><td>Two digits of payment period year.</td><td>18</td></tr><tr><td>MM</td><td>Two digits of payment period month. Please pad the month with zeroes for the first nine months, i.e. 01, 02....08, 09.</td><td>09</td></tr><tr><td>DD</td><td>Two digits of payment period month’s last day. This value is 28, 29, 30 or 31 depending on the month being paid.</td><td>30</td></tr></table> <p>Example of this value would be: 180930</p>	Value	Description	Example	YY	Two digits of payment period year.	18	MM	Two digits of payment period month. Please pad the month with zeroes for the first nine months, i.e. 01, 02....08, 09.	09	DD	Two digits of payment period month’s last day. This value is 28, 29, 30 or 31 depending on the month being paid.	30																		
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YY	Two digits of payment period year.	18																													
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DD	Two digits of payment period month’s last day. This value is 28, 29, 30 or 31 depending on the month being paid.	30																													
Tax Amount Paid	<p>This value must be correctly provided so that the remitted amount can be attributed to the Tax ID and Period provided. The amount paid must be provided as a maximum of 10 digits that contain the decimal value of the amount paid <b>without</b> the period. The format of the information entered is as follows:</p> <table><tr><td>n</td><td>n</td><td>n</td><td>n</td><td>n</td><td>n</td><td>n</td><td>n</td><td>d</td><td>d</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td></tr></table>	n	n	n	n	n	n	n	n	d	d	1	2	3	4	5	6	7	8	9	0										
n	n	n	n	n	n	n	n	d	d																						
1	2	3	4	5	6	7	8	9	0																						

Examples:	
Dollar Amount Remitted	Value provided
\$123,456.78	12345678
\$12,345,678.90	1234567890
\$100.00	10000



# ACH Record Layout Information

## Overview

The following are sample records that are used to transmit information to the ACH. They are intended to provide with a guide for performing your ACH credit transactions. Your financial institution should review these guidelines with you to determine how to use this information. In many instances, your financial institution will provide you with software that will allow you to build some or all of the records described in this document.

## Conventions

The following conventions are used in this document related to the file layouts:

POS:	Indicates the position of the field in the record. There are two numbers and they are the starting and ending position of the field within the record.
FIELD NAME	Name of the field
PIC	Specifies what type of data is included in the field and its length. X(nn) : Character field of length nn 9(nn) : Number field of length nn
VALUE	Indicates the value the field must have or indicates that more information is provided in the description field.
DESCRIPTION	Provides a description of the field or a description of its contents.

## NACHA FILE HEADER RECORD

POS	FIELD NAME	PIC	VALUE	DESCRIPTION
01 - 01	Record type code	X(01)	"1"	File header record type code
02 - 03	Priority code	9(02)	"01"	Priority code
04 - 04	Filler	X(01)	Space	Space
05 - 13	Immediate destination	9(09)	See description	Originating bank 9 digit R&T number
14 - 14	Filler	X(01)	See description	Space or mutually defined
15 - 23	Immediate origin	9(09)	See description	Federal Tax payer id (SSN/EIN/ITIN)
24 - 29	File creation date	9(06)	See description	File creation date in YYMMDD format
30 - 33	File creation time	9(04)	See description	File creation time in HHMM (Military format)
34 - 34	File id modifier	X(01)	See description	To distinguish multiple files created during the same day (Upper case A-Z numeric 0-9)
35 - 37	Record size	9(03)	"094"	Record size
38 - 39	Blocking factor	9(02)	"10"	Blocking factor
40 - 40	Format code	9(01)	"1"	Format code
41 - 63	Immediate destination name	X(23)	See description	Originating bank name
64 - 86	Immediate origin name	X(23)	See description	Company name
87 - 94	Reference code	X(08)	Spaces	Spaces



## NACHA BATCH HEADER RECORD

POS	FIELD NAME	PIC	VALUE	DESCRIPTION
01 - 01	Record - type	X(01)	"5"	Batch header record type
02 - 04	Service class code	9(03)	"220"	This batch contains credits
05 - 20	Company name	X(16)	See description	Originating company name
21 - 40	Company discretionary data	X(20)	"HACIENDA EFT"	As requested by the Department of Treasury. This value is left justified and padded with spaces to the right. i.e "HACIENDA EFT   "
41 - 41	ICD	X(01)	"1"	ICD
42 - 50	Company identification	9(09)	See description	Federal Tax payer id (SSN/EIN/ITIN)
51 - 53	Standard entry class code	X(03)	"CCD"	Cash Concentration or Disbursement
54 - 63	Company entry description	X(10)	"TAXPAYMENT"	Description of entries
64 - 69	Company descriptive date	X(06)	See description	YYMMDD
70 - 75	Effective entry date	9(06)	YYMMDD	Date on which company intends for transactions to take place
76 - 78	Settlement date	9(03)	See description	Inserted by ACH operator
79 - 79	Originator status code	X(01)	"1"	Status code
80 - 87	Originating DFI identification	9(08)	See description	Originating bank R&T without the Check digit (first 8 digits only)
88 - 94	Batch number	9(07)	See description	Ascending sequence batch number within the file



## NACHA ENTRY DETAIL RECORD

POS	FIELD NAME	PIC	VALUE	DESCRIPTION
01 - 01	Record type code	X(01)	"6"	Entry detail record type code
02 - 03	Transaction code	9(02)	"22"	Checking account credits code
04 - 11	Receiving DFI identification	9(08)	"02150201"	Destination Bank R&T without the check digit. This is the Department of the Treasury's Bank Route and Transit number.
12 - 12	Check digit	9(01)	"1"	Destination Bank R&T check digit
13 - 29	DFI account number	X(17)	See description	<p>Department of the Treasury of Puerto Rico's account number depending on the tax type being paid.</p> <p>Please note that when paying Sales and Use Taxes Exclusively (Tax Type 00004), the funds should be directed to bank account 999294406 by including this number in this field.</p> <p>For all other transactions, including the ability to pay multiple tax types with a single transaction, please use 999103630 for this field.</p>
30 - 39	Amount	9(08) V99	See description	Amount in dollars and cents (Without decimal point)
40 - 54	Identification number	X(15)	See description	<p>Your SURI Taxpayer number Assigned by the PRDT in SURI. This is your 10 digit in the form of nnnnnnnnnn. This value is left justified and padded with spaces. i.e. '2012250009 '. See Appendix A.</p> <p>For payments made in bulk that do not previously report the payment through SURI, this field can optionally be the FEIN of the withholding entity.</p>
55 - 76	Receiving company name	X(22)	"HACIENDA"	This value is left justified and padded with spaces to the right. i.e. "HACIENDA "
77 - 78	Discretionary data	X(02)	SPACES	Spaces
79 - 79	Addenda record indicator	X(01)	"1"	Addenda indicator always "1"



80 - 94	Trace number	9(15)	See description	First 8 digits of originating bank's R&T number plus 7-digit transaction trace number assigned by the originator in ascending sequence
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## TXP ADDENDA RECORD

POS	DATA ELEMENT NAME	PIC	VALUE	DESCRIPTION
01 - 01	Record type code	X(01)	"7"	Addenda record type code
02 - 03	Addenda type code	9(02)	"05"	Addenda type code always "05"
04 - 06	Segment name	X(03)	"TXP"	Tax payment
07 - 07	Element separator	X(01)	"*"	Delimiter
08 - 19	Confirmation number	X(12)		Filing confirmation number assigned by the SURI Application. This in the format:  400YYJJAAAA  This number is provided when you complete your filing process as show in Appendix A.
20 - 20	Element separator	X(01)	"*"	Delimiter
21 - 25	Tax payment type code	X(5)	See description and note below	<p>Tax type code depending on the tax being paid with this transaction</p> <ul style="list-style-type: none"> <li>00001 Wages Withholding</li> <li>00002 Alcoholic Beverages</li> <li>00004 Sales and Use*</li> <li>00005 Fines</li> <li>00006 Gift</li> <li>00007 General Merchandise</li> <li>00008 Horse-Racing</li> <li>00009 Estate</li> <li>00010 Lubricating Oil</li> <li>00011 License</li> <li>00012 Individual Income Tax</li> <li>00013 Petroleum</li> <li>00014 Tire Recycling</li> <li>00015 Vehicle Excise</li> <li>00017 IRA Withholding</li> <li>00018 Non-Resident Withholding</li> <li>00019 Other Income Withholding</li> <li>00020 Retirement Plans Withholding</li> <li>00022 Corporate Income Tax</li> <li>00023 Professional Services Withheld from Individuals</li> <li>00024 Professional Services Withheld from Corporations</li> <li>00025 Interest Withholding</li> <li>00026 Dividend Withholding</li> <li>00027 Pass Through Entity</li> <li>00028 Foreign Taxable Acquisition</li> <li>00029 Environmental Protection Fee</li> <li>00030 Other Income – Other</li> <li>00031 Non-Resident Withholding Royalties</li> <li>00032 Non-Resident Withholding Special Rate</li> <li>00033 Non-Resident Withholding Other</li> <li>00034 IRA Withholding – Interest</li> <li>00035 IRA Withholding – Distributions</li> </ul>



				00036 Other Income Withholding – Individual – Prior 2019 00037 Other Income Withholding – Corporation – Prior 2019 00038 Other Income Withholding – Distribution – Prior 2019
26 – 26	Element separator	X(01)	"*"	Delimiter
27 – 32	Tax period end date	X(06)	YYMMDD	Tax period end date
33 – 33	Element separator	X(01)	"*"	Delimiter
34 – 34	Tax amount qualifier code	X(01)	"T"	Tax amount code
35 – 35	Element separator	X(01)	"*"	Delimiter
36 – 45	Tax amount	9(10)	\$\$\$\$\$\$\$cc	Tax amount (without decimal point)
35 – 35	Element separator	X(01)	"*"	Delimiter
36 – 38	ID Type	X(03)	"999"	001 – Federal Employment Identification Number (FEIN) 002 – Social Security Number (SSN) 003 – Individual Taxpayer Identification Number (ITIN) 004 – Hacienda Taxpayer ID 005 – Hacienda Account ID 006 – Garnishment Identification Key (from SURI)
39 – 39	Element separator	X(01)	"*"	Delimiter
40 – 55	ID	X(16)	9999999999999999 See description	ID included will depend on the ID Type Selected in position 36-38 above. Should correspond to one of these values.  001 – Federal Employment Identification Number (FEIN) 002 – Social Security Number (SSN) 003 – Individual Taxpayer Identification Number (ITIN) 004 – Hacienda Taxpayer ID 005 – Hacienda Account ID 006 – Garnishment Identification Key (from SURI) IDs that are shorter than 16 digits must be left justified and padded to the right with blank spaces, i.e. "991234567 "
56 – 56	Element Separator	X(01)	"*"	Delimiter



57 – 59	Payment Type	9(3)	999 See description	Payment Type:  001 – Account Payment 002 – Audit Payment 003 – Bill Payment 004 – Fee Payment 005 – Import Declaration Payment 006 – Return Payment 007 – Bond Payment 008 – Garnishment Payment 009 – Estimated Payment
60 – 60	Segment terminator	X(01)	"\"	Segment terminator
61 – 83	Spaces	X(23)	See description	Spaces
84 – 87	Addenda sequence number	9(04)	See description	Addenda sequence number
88 – 94	Entry detail sequence number	X(07)	See description	Entry detail sequence number

#### Description of Payment Types:

001 – Account Payment	This type of payment will apply to any outstanding debt that is established on the account type the payment is directed to. This payment will typically only apply to debt on the specific account selected. It is used often when multiple periods with debts and are established and you want to pay off more as much as possible with your payment. The current regulation establishes that the money will first pay off principal and then pay off interest, surcharges and penalties.
002 – Audit Payment	This type of payment should be used when you are paying a debt established by an audit process or notification.
003 – Bill Payment	To be used when paying off debt typically established in a debt certificate letter.
004 – Fee Payment	Used when paying off fines.
005 – Import Declaration Payment	To be used to pay an import declaration. This type of payment should only be used to pay the balance of a declaration.
006 – Return Payment	This is a commonly used payment across many tax types. Use this type of payment when you are making a payment prior to a return and you want this first offset the return and if there is any excess, the system will allocate it to pay-off any balance on that specific tax.
007 – Bond Payment	Should be used specifically to pay off your bond. It is highly recommended to initiate this payment from SURI so that the payment can behave correctly and reduce the bond.
008 – Garnishment Payment	Use this type of payment in conjunction with a TaxType Garnishment and your garnishment ID in order to pay-off your garnishment notification.
009 – Estimated Payment	This payment can be used in conjunction with Corporate and Individual Income Tax Types to make deposits to your estimate payment.







## BATCH CONTROL TRAILER RECORD

POS	FIELD NAME	PIC	VALUE	DESCRIPTION
01 - 01	Record type code	X(01)	"8"	Batch trailer record type code
02 - 04	Service class code	9(03)	"220"	This batch contains credits
05 - 10	Entry/addenda count	9(06)	See description	Tally of each entry detail record and each addenda record within the batch
11 - 20	Entry hash	9(10)	See description	This field is the sum of all the 8 digit R&T numbers in the entry detail records within the batch. Add leading zeros as needed and ignore the overflow out of the high order (leftmost) position if the sum is more than 10 digits.
21 - 32	Total debits dollar amount	9(10)v99	See description	Total sum of the debit entries which are located in the type "6" records within the <b>batch</b> .
33 - 44	Total credits dollar amount	9(10)v99	See description	Total sum of the credit entries which are located in the type "6" within the <b>batch</b> .
45 - 45	ICD	X(01)	"1"	ICD
46 - 54	Company identification	9(09)	See description	Federal Tax payer id (SSN/FEIN/ITIN)
55 - 73	Message authentication code	X(19)	See description	Spaces
74 - 79	Reserved	X(06)	See description	Spaces
80 - 87	Originating DFI identification	9(08)	See description	Originating bank R&T without The check digit
88 - 94	Batch number	9(07)	See description	Ascending sequence batch number within the file



## FILE TRAILER RECORD

POS	FIELD NAME	PIC	VALUE	DESCRIPTION
01 - 01	Record type code	X(01)	9	File trailer record type code
02 - 07	Batch count	9(06)	See description	Number of batches in file
08 - 13	Block count	9(06)	See description	Number of blocks in file
14 - 21	Entry/addenda count	9(08)	See description	Tally of each entry detail record and each addenda record within the FILE
22 - 31	Entry hash	9(10)	See description	This field is the sum of all the entry hash fields in all batch control records within the file. Add leading zeros as needed and ignore the overflow out of the high order (leftmost) position if the sum is more than 10 digits.
32 - 43	Total debits dollar amount	9(10)v99	See description	Total sum of debit entries in the <b>file</b> , which are located in the type "6" record
44 - 55	Total credits dollar amount	9(10)v99	See description	Total sum of credits entries in the <b>file</b> , which are located in the type "6" record
56 - 94	Reserved	X(39)	See description	Spaces

# Appendix A

## Addenda Record from Confirmation and Examples

The following is a sample obtained from the SURI System that shows where you will obtain the information required to submit your payment.

The screenshot shows a web page titled "Confirmation" with a breadcrumb trail: SURI > Pagos > ACH Credit Payment > Confirmation. Below the title, there is a confirmation icon and the word "Confirmation". The main text reads: "Thank you for using SURI to notify us of an incoming ACH Credit payment. This does not constitute a transfer of funds. You must submit your ACH payment following the requirements outlined in Publication 06-06." It then states: "You will need the following information when you submit your payment through your bank:" followed by the "ACH Confirmation Code: 400191820468" and "Hacienda Bank Account: 999103630". The "Addenda Record" is displayed as: 705TXP\*400191820468\*00001\*180930\*T\*0000150000\*001\*123456789 \*003\ . Below this, instructions state: "To access your saved request, go to the SURI homepage and click on then Retrieve a Saved Request link. You will need to provide your email: mmagallanes@hacienda.pr.gov and confirmation code: 32ybbq". A note at the bottom says: "If you require further assistance, please call (787) 622-0123." At the very bottom are two orange buttons: "Printable View" and "OK".

This screen is shown once the filing process has been completed and includes a suggested addenda record to be provided to your financial institution when submitting your payment. **Please note that the bank account that must be used for this payment is included in the confirmation. It is very important that payments are directed to the correct bank.** Please note that when paying Sales and Use Taxes Exclusively, the funds should be directed to the correct bank account (**999294406**). For all other transactions, including the ability to pay multiple tax types with a single transaction, please remit funds to the **999103630** Bank Account.

Part of the changes introduced for this version of the ACH Credit is the ability to include an ID in the addenda record. The inclusion of the ID in this record will further improve the ability for the system to match this payment to your account. **Incorrect addenda are the main culprit for payments to not be posted to your account.**

The suggested addenda included in this confirmation page includes your FEIN by default. You may opt to replace the ID for any of the valid ID Types (indicated by any of these codes in positions 36-38:

- 001 – Federal Employment Identification Number (FEIN) – 9 digits
- 002 – Social Security Number (SSN) – 9 digits
- 003 – Individual Taxpayer Identification Number (ITIN) – 9 digits
- 004 – Hacienda Taxpayer ID – 10 digits
- 005 – Hacienda Account ID – 16 digits
- 006 – Garnishment Identification Key (from SURI) – 16 digits

**SURI** Welcome, TEST BUSINESS [Settings](#) [Log Off](#)

**Home**

**Ligon** TEST BUSINESS  
myuser@hacienda.pr.gov  
+1 (555) 555-5555  
Last logged on 19-Nov-2018  
Balance: \$0.00

**Alerts** There are 6 unread letters

**I Want To** [Send a message](#)  
[Register accounts](#)  
[View frequently asked questions](#)

**Accounts** [Submissions](#) [Correspondence](#) [Names and Addresses](#) [Logons](#) [Donations Received](#)

**Accounts** [More Options](#)

Filter				
License	700-010-04933-03808	TEST BUSINESS		\$0.00
Other Income Withholding	400-004-04933-03808	TEST BUSINESS		\$0.00
Professional Services Withholding	350-005-04933-03808	TEST BUSINESS		\$0.00
Sales and Use	550-006-04933-03808	TEST BUSINESS		\$0.00
Wages Withholding	300-003-04933-03808	TEST BUSINESS		\$0.00

The ID to be included in the addenda record should be included as left justified without any special characters "-" and padded with blank spaces to the right. You can obtain the system provided IDs from your SURI account. Your IDs will vary from 9 digits to 16 digits in length depending on its type.

The following sample home screen in SURI illustrates where your Hacienda Account IDs and Hacienda Taxpayer ID are provided.

If you opt to change the suggested addenda and include a different ID you must maintain the rest of the record as is. Omitting any required information in the addenda record could cause your payment to be suspended and delay its posting to your account by requiring manual intervention to properly associate it.

It is important you validate the provided suggested addenda against what your financial institution will generate because of any template provided by them. If it is different, we suggest that you use the free format option to complete it with the addenda provided by the system. An example of a correctly formatted Addenda record is provided below.

#### Addenda Record Example:

Description of Payment	Example of Addenda
Payment of \$12,345,678.90 for Sales Taxes for monthly filing with confirmation number 400170190013 for the period of January, 2017 using FEIN 99-9999999.	705TXP*400170190013*00004*170131*T*1234567890*005*999999999 *001\