Addenda Record Examples

For ACH Credit Combined Payroll

Oregon Department of Revenue – Electronic Funds Transfer

Addenda Record for State Taxes

The following example shows a payment for Withholding in the amount of $1,684.15:

Addenda Prefix	Oregon Business Identification Number (BIN)	Tax Program Code	Quarter End Date	Tax Addenda Code	Tax Amount
Always use 705TXP plus an asterisk. For example: 705TXP*	Nine numerical digits plus an asterisk. For example: 012345678*	Always use 01101 plus an asterisk. For example: 01101*	Six numerical digits plus an asterisk, formatted as YYMMDD. The quarter ending December 31, 2018, would be entered as 181231* for example.	Always use an S plus an asterisk. For example: S*	Enter an amount with no leading zeroes, and no decimals for the cents. $1,684.15 would be entered as 168415 for example.

Three tax programs are included in this addendum, and it is important to include each of them, even if the amount is zero. The three tax programs in order are: Unemployment, Withholding and Worker's Comp/Worker's Benefit Fund. The programs are separated by "S*". Therefore, the format is roughly as follows: S*Unemployment*S*Withholding*S*Worker's Comp/Worker's Benefit Fund\

Full example:

705TXP*012345678*01101*181231*S*0*S*168415*S*0\

Addenda Record for Local Taxes

The following example shows a payment for Tri-Met Transit District in the amount of $587.45:

Addenda Prefix	Oregon Business Identification Number (BIN)	Tax Program Code	Quarter End Date	Tax Addenda Code	Tax Amount
Always use 705TXP plus an asterisk. For example: 705TXP*	Nine numerical digits plus an asterisk. For example: 012345678*	Always use 01102 plus an asterisk. For example: 01102*	Six numerical digits plus an asterisk, formatted as YYMMDD. The quarter ending December 31, 2018, would be entered as 181231* for example.	Always use an L for local taxes plus an asterisk. For example: L*	Enter an amount with no leading zeroes, and no decimals for the cents. $587.45 would be entered as 58745 for example.

Two tax programs are included in this addendum, and it is important to include both of them, even if the amount is zero. The two tax programs in order are: Tri-Met Transit District and Lane Transit District. The programs are separated by "L*". Therefore, the format is roughly as follows: L*Tri-Met*L*Lane\

Full example:

705TXP*012345678*01102*181231*L*58745*L*0\