

## Instructions for Payments of Essential Services Assessment (ESA) Using Electronic Funds Transfer (EFT) Credit

If you selected Electronic Funds Transfer (EFT) Credit as the payment method. Please have a provide a copy of the procedure ([FORM 2329](#)) to your EFT provider or financial institution to ensure proper formatting of EFT credit payments made to the Michigan Department of Treasury- ESA unit.

Many financial institutions require at least 24 hours advance notice before a transmission is completed. Make sure to contact your financial institution for proper lead times and specific deadlines to ensure a timely payment is received by Treasury either on or before the due date.

An eligible claimant is required to make payment in full, by using MTO or Electronic Funds Transfer (EFT) credit, by August 15 without penalty. Payments **cannot** be mailed to the Department of Treasury. An eligible claimant who fails to submit a certified *Statement* and pay the ESA tax in full via MTO or e-File by August 15 shall be subject to late penalty at a rate of 1% per week, up to a maximum of 5%, of the total amount due and unpaid. For an eligible claimant's first assessment year, the penalty shall be waived if the *Statement* and full payment are submitted by September 15. An eligible claimant can pay the ESA tax by using MTO or Electronic Funds Transfer (EFT) credit with penalty no later than October 15. Eligible claimants who fail to submit a certified *Statement* and pay ESA in full, including any late payment penalties by October 15 via MTO or e-file shall be subject to rescission of their Eligible Manufacturing Personal Property (EMPP) tax exemption and any extended IFT (P.A. 198) or extended P.A. 328 tax exemption that may exist on the property.

### ESA EFT/ACH Credit Codes

- Tax Type Code: 02045
- Routing Transit Number (JP Morgan Chase): 072000326
- Financial Institution Account Number: 754037133
- Debit Blocker/Company ID: 9037133001
  - *Some financial institutions offer a "Debit Blocking" or "Debit Filtering" service to prevent unauthorized debits (withdrawals) from an account. If an account has a debit block or filter, any unauthorized debit transactions will not be processed. The taxpayer needs to contact their financial institutions and have the ACH transaction identified with the Company ID 9037133001 authorized to debit the account. Failure to make these arrangements may result in payment request being rejected by the financial institution.*

### Michigan CCD+ Addenda Record Format

The Michigan Department of Treasury (Treasury) requires the use of the ACH Cash Concentration and Disbursement Plus (CCD+) format for EFT Credit payments. The plus (of the CCD+) represents the Addenda Record used to transmit your payment information. In an effort to provide greater uniformity to multi-state payers, this addenda record format further follows the TXP convention recommended by the Federation of Tax Administrators. When creating the payment file, this record must be formatted according to the Michigan CCD+ TXP Addenda Format specifications. See [Form 2329, Page 2](#) for additional details.

### EXAMPLES OF PROPERLY FORMATTED ADDENDA RECORDS

**Example 1:** You are ABC Manufacturing Inc. (FEIN 12-3456789) and are making an ESA payment, for 2016, in the amount of \$15,000.00.

- The Addenda Record should be:
  - TXP\*123456789\*02045\*161231\*T\*1500000\
    - Addenda Record always starts with "TXP", follow by a "\*", then FEIN
    - "02045" is ESA Tax Code
    - "161231" is tax year 2016
      - 2017 will be "171231"
    - "T" means Tax

**Example 2:** You are ABC Manufacturing Inc. (FEIN 12-3456789) are making a late ESA payment, for 2018, in the amount of \$15,150.00. The tax amount is \$15,000.00 and penalty amount is \$150.00.

- The Addenda Record should be:
  - TXP\*123456789\*02045\*181231\*T\*1500000\*P\*15000\
    - "P" means Penalty