CREDIT

CARD

BULK

FILERS

REQUIREMENTS

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1. General Interest Items

TREASURY FINANCIAL AGEMENT (TFA) CONTACT LIST

To be provided upon registering with the Treasury Financial Agent

A. EFTPS BULK FILER REGISTRATION

1. Each Credit Card Bulk Filer must complete the standard EFTPS Business Enrollment form (IRS Form 9779) and the attached "**TRADING PARTNER REGISTRATION FORM"**. The Treasury Financial Agents (TFA) will use this enrollment and Registration forms to initially set you up on the Electronic Federal Tax Payment System (EFTPS) and to track your activity. The completed forms will be mailed to the address provided by the appropriate TFA.

2. In the Integrated File and Pay Credit Card Program, a balance due return with a credit card payment is transmitted and initiated in the same return file. The program requires the credit card bulk filer to register with the IRS and sign an agreement indicating the company's adherence to the IRS requirements. All testing is required to be completed and certification to be submitted by December 28 of each year. If December 28 falls on a Saturday or Sunday, the preceding workday will be the due date.

3. For stand-alone credit card programs, the IRS requires a proposal to be submitted in reference to an IRS Request for Proposal. A contract award will be issued based on the best solutions for increasing e-file and electronic payments volumes.

TRADING PARTNER REGISTRATION FORM

Company Profile

Company Name - Your corporate name (up to 30 characters).

Address (up to 30 characters)

City State Zip Country

Business Unit - Your division name (up to 30 characters) Business Hours
Describing a specific business unit under the company name.

EDI Envelope Information

Interchange Receiver ID (up to 15 characters) Function group ID (up to 15 characters)

Communications Contact
The person at your company that will be our ongoing contact for communications issues and concerns.

Communications Contact Name (up to 30 characters) Title (up to 30 characters) Phone (xxx-xxx-xxxx)

EDI Contact
The person at your company that will be our ongoing contact for EDI translation issues and concerns.

EDI Contact Name (up to 30 characters) Title (up to 30 characters) Phone (xxx-xxx-xxxx)

GENERAL INFORMATION

Please list the following:

Hardware Platform: ______________________________

Operating System: ______________________________

Database: ______________________________

Communications Software Protocol: ______________________________

Translator: ______________________________

Dedicated or Dial Up Connection ______________________________

Type of Modem: ______________________________

Modem Speed: ______________________________

Production site area code
and exchange number: ______________________________

Disaster recovery site
area code and exchange number: ______________________________

Company business hours: ______________________________

Contact name: ______________________________

Contact Business Hours: ______________________________

Contact Telephone Number: ______________________________

B. LETTER OF AGREEMENT

A signed letter of agreement is required to be on file with the Treasury Financial Agent (TFA) before live entity validation and/or payments can begin. The letter of agreement will be provided by the TFA and will be signed and returned based on instructions from the TFA.

Note: The letter of agreement will contain a statement that:

> "Every taxpayer for whom the Credit Card Bulk Filer will be submitting Electronic Federal Tax Payment System payments will have certified that the credit card processor is authorized to process the payment and to exchange information with the IRS necessary to process the payment."

C. Project Schedules

Please allow a minimum of 8 to 10 weeks to implement this program.

BULK FILER & TREASURY FINANCIAL AGENT DEVELOPMENT SCHEDULE

PHASE	TARGET START DATE	TARGET END DATE	STATUS
EDI SOFTWARE INSTALLATION			
BUSINESS SYSTEM DESIGN			
ENTITY VALIDATION (Required for Credit Card processors who are contacted directly by the taxpayer)			
DETAIL DESIGN			
DEVELOPMENT			
SYSTEM TEST			
ACCEPTANCE TEST			
BULK FILER TESTING			
LIVE ENTITY VALIDATION			
DEBIT PAYMENTS			
DETAIL DESIGN			
DEVELOPMENT			
SYSTEM TEST			
ACCEPTANCE TEST			
BULK FILER TESTING			
LIVE DEBIT PAYMENTS			

TREASURY FINANCIAL AGENT TESTING SCHEDULE

BULK FILER Name _________________

	Earliest Available Start Date	Expected Start Date
TELECOMMUNICATION	_______________	_______________
ENTITY VALIDATION (Entity Validation for Name Control)	_______________	_______________
DEBIT PAYMENT	_______________	_______________

Note: Allow a minimum of 2 weeks testing for each subsystem

FINANCIAL AGENT ENTITY VALIDATION PROCESS SCHEDULE
(For Credit Card Transactions Initiated Directly by Taxpayers)

BULK FILER NAME ________________________

DESCRIPTION OF VALIDATION APPROACH

____

____

____

____

____

____

EXPECTED START DATE _________________

EXPECTED END DATE _________________

NUMBER OF TRANSMISSIONS _________________

FREQUENCY _________________

TFA PAYMENT LIVE DATES

BULK FILER NAME ________________________

The following prerequisites must be complete prior to the live date.

Financial Agent testing completed
Signed Letter of Agreement
Trading Partner Registration Form

Payment Method Bulk Debit_________

Expected Live date __________________

Expected Initial Volume __________________

Expected Frequency __________________

Expected Growth __________________

CUSTOMER SERVICE

E. Customer Service

1. The EFTPS support staff hours for Credit Card Bulk Filers are from 8:30 a.m. ET to 8:00 p.m. ET, Monday through Friday. It is imperative that all calls regarding operational concerns come through the Bulk Filer Customer Service line.

2. EFTPS needs to know the business hours of all Bulk Filers. Please be prepared to exchange this information at the time of the individual conference calls.

3. The Bulk Filer procedures for inquiring about an entity validation file and/or payment are as followed

STEP 1.	Do **not** automatically resubmit the entity validation and /or payment.
STEP 2.	Call Customer Service at the toll free 800 number to check on the status of the entity validation and/or payment.
STEP 3.	The Customer Service Center will be able to give status information on the entity validation and/or payment by looking to our Customer Service Application Database.

2. SPECIFIC PROCESSING REQUIREMENTS

A. EDI TRANSLATION

1. If you are using an EDI translation software package, review where you are in the implementation process for the initial review conference call.

2. If you are doing your own EDI development, review your intended support of all EFTPS transaction sets. (NOTE: We continue to recommend that you purchase EDI translation software. Historically, in-house development of EDI translators have elongated the testing process for EDI newcomers, and complications may jeopardize your live date.)

3. Note that all data must be compliant with of the 3050 version of the ANSI x12 EDI standards. To obtain a copy of the standards, call 1-800-972-4334. The re is a cost.

4. Updates to new versions of the ANSI Standard will be reviewed as the y become available. If EFTPS determines that the new standard will be utilized the change control procedures will be followed.

    a. Six months notice will be given prior to implementing a new standard.
    b. Old standards will be supported for a minimum of 6 months following the implementation of a new standard.

5. Review shared understanding of the contents of the ISA and GS segments (see attached). (e.g. - potential use of EINs or Dunn's numbers for Sender and Receiver IDs)

6. Bulk filers must verify that the y use EFTPS EDI standards
    A. The tilde "~" as a data element separator.
    B. The backslash "\" as a segment separator.
    C. The greater than sign ">" as a sub-segment separator.

ISA SEGMENT -INTERCHANGE CONTROL SEGMENT - INCOMING TO THE TREASURY FINANCIAL AGENT

Element	REF. Nmbr	Name	Req. Desig	Elem. Type	Elem. Length	Comments
ISA01	I01	Authorization Information Qualif.	M	ID	2/2	00
ISA02	I02	Authorization Information	M	AN	10/10	blanks
ISA03	I03	Security Information Qualifier	M	ID	2/2	00
ISA04	I04	Security Information	M	AN	10/10	blanks
ISA05	I05	Interchange ID Qualifier	M	ID	2/2	determined by bulk filer
ISA06	I06	Interchange Sender ID	M	AN	15/15	determined by bulk filer
ISA07	I05	Interchange ID Qualifier	M	ID	2/2	to be provided by TFA
ISA08	I07	Interchange Receiver ID	M	AN	15/15	to be provided by TFA
ISA09	I08	Interchange Date	M	DT	6/6	current date
ISA10	I09	Interchange Time	M	TM	4/4	current time
ISA11	I10	Interchange Control Standards ID	M	ID	1/1	U
ISA12	I11	Interchange Control Vers. Number	M	ID	5/5	to be provided by TFA
ISA13	I12	Interchange Control Number	M	N0	9/9	determined by bulk filer*
ISA14	I13	Acknowledgment Requested	M	ID	1/1	0
ISA15	I14	Test Indicator	M	ID	1/1	'T' or 'P'
ISA16	I15	Component Element Separator	M	AN	1/1	>

* This number will be validated in duplication checks and must be unique.

GS SEGMENT - FUNCTIONAL GROUP HEADER - INCOMING TO THE TFA

Element	REF. Nmbr	Name	Req. Desig	Elem. Type	Elem. Length	Comments
GS01	479	Functional Identifier Code	M	ID	2/2	838 = TD, 813 = TF
GS02	142	Application Sender's Code	M	AN	2/15	To be provided by the TFA
GS03	124	Application Receiver's Code	M	AN	2/15	To be provided by the TFA
GS04	373	Date	MIZ	DT	6/6	current date
GS05	337	Time	MIZ	TM	4/8	current time
GS06	28	Group Control Number	MIZ	N0	1/9	determined by bulk filer *
GS07	455	Response Agency Code	M	ID	½	X
GS08	480	Version/RIs/Industry ID Code	M	AN	1/12	003050

* This number will be validated in duplication checks and must be unique.

B. ENTITY VALIDATION (Direct Taxpayer Contact with Credit Card Processor Only)

Credit Card Bulk Filers are required to include taxpayer name control and zip code in the payment file sent to IRS. If the credit card transaction is initiated through an ***e-file*** service, the entity is validated upon receipt of the ***e-file*** confirmation.

Credit card processors who have been contacted directly by the taxpayer must initiate an entity validation process through the EFTPS financial agent to validate the taxpayer's identity and obtain the name control and zip code.

1. Review the entity validation process.

   New requests needing IRS validation in order to obtain name control can be transmitted daily along with the payment files for previously validated taxpayers.

2. Review of the bulk filer entity validation error codes (see the below list).

EFTPS BULK FILERS ENTITY VALIDATION ERROR CODES

Error Codes	Description	Comments
0005	TIN mismatched.	IRS Critical Error

C. PAYMENTS

All credit card payments to IRS are initiated through the bulk debit procedures.

1) Transmission Schedules:

   a) The deadline for processing debit payments is 7:00 p.m. ET on the calendar day prior to settlement day. (Note: If a bulk filer wants to send in a file on Saturday or Sunday, they must communicate with the FA during normal business hours.)
   b) Settlement will occur on banking days only, Monday through Friday, excluding holidays.

2) Rejects:

   a) Your FA will provide you with a complete payment reject codes and conditions. A few possible reasons are:
      1) No name control
      2) Dollar amount over $99,999,999.99 per transaction set (1,000 payments)
      3) File format error

3) Returns:

   The process for handling returns of debits will start with the Receiving Depository Financial Institution (RDFI) sending EFTPS a valid return reason code such as NSF or Uncollected Funds. Note: The RDFI must adhere to NACHA rules regarding returns. Next, EFTPS will send the bulk filer a transaction set 827 that contains return reason information. EFTPS must send this transaction set 827 within 24 hours of the return settling.

4) Duplicate File

   A duplicate file is one in which the ISA & GS control numbers are not unique. If a duplicate file is received by the TFA then the EDI translator will reject it and the bulk filer will receive a negative 997 functional acknowledgment.

However, if a file has unique ISA and GS control numbers, then thefile will not be rejected and any previously processed payments will be processed again. Resolution will need to come from the IRS directly. EFTPS does not have the capability to initiate a reversal of debit payment transactions.

D. TESTING PLAN

Below is a general test plan which should be used only as a guide to what will be expected. The final test plan will be provided by the TFA to the bulk filer.

EDI Transmission Test

- Two Files
  - Valid
  - Invalid

Entity Validation Test

- Valid X12 Format/Entity Validation
- Invalid X12 Format
  - Syntax
  - Duplicate Control Numbers
- Invalid Entity Validations
- Volume - 50% of Expected Volume

Payments

- Valid X12 Format/Payments
- Invalid X12 Format
  - Syntax
  - Duplicate Control Numbers
- Invalid Debit
  - Error Codes
- Volume - 50% of Expected High Volume Day

SAMPLE BULK FILER TEST CASES

FUNCTIONALITY	TEST SCENARIOS
File Transmission Testing	VALID: The bulk filer will send through 1 file with a valid sender listed on the ISA segment. (NOTE: This will be an entity validation file with 1 - 5 entity validation requests. This will only be used for EDI file transfer testing.)
	The TFA will return a 997 Functional Acknowledgment to the bulk filer within 1 hour of receipt of the 838 file. The TFA and the bulk filer will work together to confirm the results.
	INVALID: The bulk filer will send through 1 file with an invalid sender listed on the ISA segment. (NOTE: This will be an entity validation file with 1 - 5 entity validation requests. This will only be used for EDI file transfer testing.)
	The TFA will return a 997 Functional Acknowledgment to the bulk filer within 1 hour of receipt of the 838 file. The TFA and the bulk filer will work together to confirm the results.
"Valid" Entity Validation X12 Format (Syntax)	The bulk filer will send a file to the TFA. This file will be used to verify that the format of the entity validation file mirrors the EFTPS EDI trading partner profile standards. The TFA will check the following (but not limited to) on the 838 Entity Validation and 997 Functional Acknowledgment Files: Proper Enveloping: Content format of ISA and IEA Segments Content format of GS and GE Segments Content format of ST and SE Segments Bulk Filer TIN File Creation Date / Time Bulk Filer Name / Telephone Number

FUNCTIONALITY	TEST SCENARIOS
	Taxpayer Name / TIN
"Invalid" Entity Validation X12 Format (Syntax)	The bulk filer will send a second file to the TFA. This file will have contain errors with the format of the file in order for the TFA to send the bulk filer a REJECTED 997 Functional Acknowledgment. The TFA will check the following (but not limited to) on the 838 Entity Validation: Improper Enveloping or X12 Format Errors: Content format of ISA and IEA Segments Content format of GS and GE Segments Content format of ST and SE Segments
"Valid" Entity Validation	The bulk filer will create an 838 Entity Validation files with 50 taxpayers. Place at least 5 Entity Validation requests containing primary/secondary names on the file.
	The TFA will return a 997 Functional Acknowledgment to the bulk filer within 24 hours of receipt of the 838.
"Valid" Entity Validation (continued)	The TFA will return an 824 Application Advice to the bulk filer within 3 days of receipt of the 838.
	The bulk filer will return a 997 Functional Acknowledgment to the TFA within 1 hour of receipt of the 824.
"Invalid" Entity Validation	The bulk filer will create an "invalid" 838 Entity Validation files with 50 taxpayers. Please be sure to include the following invalid TINs: Blank TIN (Element N101 should be left blank) 999999999 345A24436

FUNCTIONALITY	TEST SCENARIOS
	The TFA will return a 997 Functional Acknowledgment to the bulk filer within 24 hours of receipt of the 838.
	The TFA will return an 824 Application Advice to the bulk filer within 3 days of receipt of the Entity validation file.
	The bulk filer will return a 997 Functional Acknowledgment to the TFA within 1 hour of the 824.
	On DAY 2 the TFA will return an 824 (reject) Application Advice to the bulk filer. This 824 will be the rejection file containing all invalid TINs.
	The bulk filer will return a 997 Functional Acknowledgment to the TFA within 1 hour of receipt of the 824.
Conditional Testing Entity Validation Volume Testing	The bulk filer will send an Entity Validation file to the TFA containing at least 50% of your largest Entity Validation file.
	The TFA will return a 997 Functional Acknowledgment to the bulk filer within 24 hours of receipt of the 838.
	The TFA will return an 824 Application Advice to the bulk filer within 3 days of receipt of the 838.
	The bulk filer will return a 997 Functional Acknowledgment to the TFA within 1 hour of receipt of the 824.
"Valid" Bulk ACH Debit Format (Syntax)	The bulk filer will send 2 files to the TFA. This file will be used to verify that the format of the BULK ACH debit files mirror the EFTPS EDI trading partner profile standards. The TFA will check the following (but not limited to) on the 813 Tax Payment

FUNCTIONALITY	TEST SCENARIOS
	and 997 Functional Acknowledgment files: Proper Enveloping: Content format of ISA and IEA Segments Content format of GS and GE Segments Content format of ST and SE Segments Reference Information File Creation Date Date Sent to TFA Dollar Amount Payment Method Payment / Account Information Settlement Date Tax Form Information Taxpayer TIN Tax Period Date
"Invalid" Bulk ACH Debit Format (Syntax)	The bulk filer will send 2 additional files to the TFA. This file will contain errors with the format of the file in order for the TFA to send the bulk filer a REJECTED 997 Functional Acknowledgment. The TFA will check the following (but not limited to) on the 813 Entity Validation: Proper Enveloping: Content format of ISA and IEA Segments Content format of GS and GE Segments Content format of ST and SE Segments Reference Information File Creation Date Date Sent to the TFA Dollar Amount Payment Method Payment / Account Information

FUNCTIONALITY	TEST SCENARIOS
	Settlement Date Tax Form Information Taxpayer TIN Tax Period Date
"Valid" ACH Debits	The bulk filer will send a file of 50 payments. Be sure the transaction sets range from $.01 - $99,999.999.99 using various dollar amounts and cents.
	The TFA will return a 997 Functional Acknowledgment to the bulk filer within 1 hour of receipt of the 813 Tax Payment.
	The TFA will return a 151 Electronic Filing of Tax Return Data Acknowledgment to the bulk filer within 3 hours of receipt of the 813 Tax Payment.
"Valid" ACH Debits (continued)	The bulk filer will send the TFA a 997 Functional Acknowledgment within 1 hour of receipt of the 151.
"Invalid" ACH Debits	The bulk filer will send a file of 50 payments. Include the following TINs: 000000000 34533ABCD 410700000 345558219 (valid TIN but unenrolled) 452782525, tax type 941a (invalid tax type) 345251872 (this will be returned as NSF) Be sure the transaction sets range from $.01 - $99,999.999.99 using various dollar amounts and cents with one transaction set for $100,000,000.00.

FUNCTIONALITY	TEST SCENARIOS
	The TFA will return a 997 Functional Acknowledgment to the bulk filer within 1 hour of receipt of the 813 Tax Payment.
"Invalid" ACH Debits (continued)	The TFA will return a 151 Electronic Filing of Tax Return Data Acknowledgment within 3 hours of receipt of the 813 Tax Payment. This file will include the invalid TINs and the valid TIN with the invalid tax type .
	The bulk filer will send the TFA a 997 Functional Acknowledgment within 1 hour of receipt of the 151.
Payment Return - Part I	The TFA will send the bulk filer an 827 Financial Return Notice for TIN 345251872 that was used in the "invalid" ACH debit test case. This will be returned as NSF. (The payment reversal will occur on DAY 2).
	The bulk filer will send a 997 Functional Acknowledgment to the TFA within 1 hour of receipt of the 827.
Conditional Testing ACH "Bulk" Debit Volume Testing	The bulk filer will send a debit file reflecting 50% of the expected high volume day. This file will run through as a normal ACH debit.
	The TFA will return a 997 Functional Acknowledgment to the bulk filer within 1 hour of receipt of the 813.
	The TFA will return a 151 Electronic Filing of Tax Return Data Acknowledgment within 3 hours of receipt of the 813.

FUNCTIONALITY	TEST SCENARIOS
	The bulk filer will send the TFA a 997 Functional Acknowledgment within 1 hour of receipt of the 151.
Conditional Testing "Bulk" Debit Transaction Set Limit	The bulk filer will send the TFA a bulk debit file with at least 1 transaction set with at least 1001 transactions
	The TFA will return a 997 Functional Acknowledgment to the bulk filer within 1 hour of receipt of the 813.
	The TFA will return a REJECTION 151 Electronic Filing of Tax Return Data Acknowledgment within 3 hours of receipt of the 813.
	The bulk filer will send the TFA a 997 Functional Acknowledgment within 1 hour of receipt of the 151.
Conditional Testing File Limits	The bulk filer will send a debit file with 21 (813) transaction sets
	The TFA will return a 997 Functional Acknowledgment to the bulk filer within 1 hour of receipt of the 813.
	The TFA will return a REJECTION 151 Electronic Filing of Tax Return Data Acknowledgment within 3 hours of receipt of the 813.
	The bulk filer will send the TFA a 997 Functional Acknowledgment within 1 hour of receipt of the 151.

FUNCTIONALITY	TEST SCENARIOS
Conditional Testing Duplicate File	The bulk filer will send the debit file used in the Valid ACH debit scenario. Change ONLY the settlement date. Do not make any changes to the ISA or GS control numbers.
	The bulk filer will receive a NEGATIVE 997 Functional Acknowledgment from the TFA within 1 hour of receipt of the 813.

NOTES

Please be sure that the ISA segment is marked for Test.
Some of the test conditions are being tested so that the bulk filer will recognize the conditions that the rejection acknowledgment file will be returned in "production".

Other Optional Test Scenarios:

Test Case #1: (Optional)

- Bulk Filer sends 813 file containing at least 1 ST with at least 2 payment records (1 payment with tax type code 10401 and another with code 10402) and a tax period end date (TFS segment, TFS07 element) other than the current year – 1.
- TFA returns an accepted 997 along with a 151 file containing rejected acknowledgement type and error code. Notice that all STs on the file (ISA) are rejected with error code 1104.
- Bulk Filer returns an accepted 997.

Test Case #2: (Optional)

- Bulk Filer sends 813 file containing at least 1 ST and 1 payment with tax type code 10402 and the Credit Card Authorization Date (DTM segment w/in the TFS Loop, DTM02 element) after the 1040 due date (April 15th or the following business day if April 15th falls on a Saturday or Sunday)
- TFA returns an accepted 997 along with a 151 file containing rejected acknowledgement type and error code. Notice that all STs on the file (ISA) are rejected with error code 1104.
- Bulk Filer returns an accepted 997.

Telecommunications/Timing of 813 Payment Flow Test Case (Optional #3):

- Bulk Filer sends an 813 file including at least 1 ST and one payment record
- TFA processes the 813 file and sends back a 151 confirmation file to the Bulk Filer.
- Bulk Filer returns an accepted 997 in response to the 151 confirmation file.
- TFA returns an accepted 997 acknowledgment (for the 813 payment file) to the Bulk Filer.

“ONE-ON-ONE” TEST CASE # 4: Entity Validation – Confirmation – Payment flow with multiple ST’s (transaction sets):

- Bulk Filer sends 1 Entity Validation file with at least two (2) 838 transaction sets (ST’s)
- TFA returns an accepted 997 and validates Entity Validation requests with IRS (simulated)
- TFA creates two (2) confirmation files, each containing an 824 ST that confirms each 838 ST and returns to Bulk Filer (Note: Based upon the timing of the 838 transaction sets that are sent will determine if the 824 sets are on one file or multiple files.)

- Bulk Filer returns an accepted 997 in response to the 824 confirmation file.
- Bulk Filer sends an 813 file with all validated Entity Validation requests.
- TFA returns a 997 acknowledging the 813 and also a 151 confirmation file to the Bulk Filer.
- Bulk Filer returns an accepted 997 in response to the 151 confirmation file. No duplicate payment file is generated and/or sent by the Bulk Filer.

3. TELECOMMUINCATIONS CONCERNS

A. ENCRYPTION

Encryption is required for all payment and entity validation transmissions.

Leased lines into EFTPS must be encrypted using encryption approved by the TFA. Currently, the cost of the encryption box is the responsibility of the Credit Card Bulk Filer. Two encryptors are recommended for production to serving as primary and backup devices. All encryption key management will be the responsibility of the Credit Card Bulk Filer.

Initiation Function
Transmissions can be initiated either by the bulk filer or by the TFA. Originator of files will initiate transmission. All test transmissions must occur Monday through Friday. If the Bulk Filer is unavailable the TFA will automatically retry in 15 minutes. The TFA will retry 4 times.

Communication Protocols

FTP (TCP_IP)
NDM

IRS Required Encryption Device

IRE
Racal DC64ms

Possible Line Types

Dedicated 64k
Analog Dial-up
Switch 56K
ISDN

Modem types and Line Speeds

Paradyne 3811 asynchronous modems or Hayes compatible.
Minimum baud rate at 14.4 or greater.

Telecommunications Set-Up

Vendor Name _______________

Initiation Function

Communication Protocols ______
Line Type ________________

Credit Card Bulk Filer:
IP Address To be provided by the FA

Line Speed
Number of Locations

Debit Payments
Transmission Frequency Daily
Transmission Volume
Wednesday
Friday
15th of Month
Quarter End _______________
Transmission Times _______________

Entity Validation Files (Only for Processors who are contacted directly by the taxpayer)
Conversion Volume
Transmission Frequency
Transmission Volume
Transmission Times _______________

Disaster Recovery

Treasury Financial Agent (TFA)

The TFA maintains a hot backup site for all operations in case of a hardware/software failure. Every effort will be made to ensure all tax payments are received on a timely basis. Processing windows may be modified to ensure timely posting of all tax payments. If a telecommunication, data center or operations center failure occurs, the Credit Card Bulk Filer will be provided disaster recovery procedures by the TFA.

Bulk Filer Disaster Recovery Plan

- High level description of Disaster Recovery Plan as it impacts EFTPS
- Do you have a back-up modem at primary site?
- Is the re a back-up site (Hot back-up or Cold start)?
- How long is the outage before moving to back-up site?
- How will the TFA be notified to dial the back-up site or back-up modem?
- Who is the primary contact?
- Back-up Site
- Where is the back-up site located (city, state)?
- What is the hardware/telecom setup (Is this different from the primary site)?
- If hot back-up, are the modems always active?
- What are the back-up phone numbers?

Disaster Recovery Testing

- When can we schedule initial test?
- Is periodic testing at the back-up site required? How often?

4. EDI Record Formats

A. General

Important notes regarding the following material...

- Chapters 3 and 4 are extracted from the Implementation Guide for EFTPS Bulk Filers and edited for credit card processors. Material from the remaining Chapters of the Guide, if applicable to credit card processing, is included in earlier portions of this document.

- All Electronic Data Interchange transaction set layouts in Chapters 3 and 4 are in ANSI X12 version 003050. Version 004010 is currently being developed and may be available prior to January 2000.

B. Chapter 3. Taxpayer Entity Validation

Overview

This chapter describes the modified enrollment process for taxpayers submitting electronic Federal tax payments through a credit card processor. File layouts for taxpayer Entity Validation requests are shown in **Attachments 3A-3C** at the end of the chapter.

Taxpayer Entity Validation Process

The modified enrollment process is intended to validate the social security number for taxpayers who contact the credit card company directly to initiate a payment. This process is not required for taxpayers whose entity has been validated by the electronic filing system.

Credit card processors who have been contacted directly by the taxpayer must initiate a pseudo taxpayer enrollment process through the EFTPS financial agent to validate the taxpayer's identity and obtain the name control and zip code.

Step ①

- The taxpayer authorizes the credit card processor/bulk filer to process the payment and to exchange information with the IRS necessary to process the payment.

Step ②

- The credit card processor/bulk filer transmits an entity validation file to the TFA. The format is ANSI X12 EDI **838-transaction set**. Each 838-transaction set is limited to a maximum of 1,000 Entity Validation requests.

- Within one hour after receipt of entity validation file, the TFA will send the Credit Card Bulk Filer an acknowledgment of receipt of file. The format for the acknowledgment is ANSI X12 EDI **997-transaction set**.

Step ③

- The Treasury Financial Agent exchanges an entity file with the IRS. The entity file will include only the critical fields of data collected from the bulk filer, including the taxpayer's SSN.

Step ④

- After the TFA receives the entity validation file from the IRS, the TFA notifies the bulk filer about acceptance or rejection of taxpayer Entity Validation requests. The acceptance file will contain the name control and ZIP code (may be present) of approved taxpayers. Rejected Entity Validation requests will include a reason code. The format is ANSI the X12 EDI **824-transaction** set. Process the IRS entity validation files whether a zip code is supplied or not (where the zip is blank). If the zip code field is received blank, the FA shall create the EDI 824 enrollment confirmation transaction set. The EDI 824 REF03 element will be blank and sent back to the Credit Card Processor without a zip code. For EDI 813 payments, the FA will not reject the payment transaction set if the zip code field is blank (Again, the REF03 element will be blank on the 813).

- Within one hour after receipt of receipt of this file, the bulk filer will return the TFA an acknowledgment of receipt of file to the TFA. The format is ANSI X12 EDI **997-transaction set**.

DRAFT

TRANSACTION SET 838

TRADING PARTNER PROFILE

VERSION 003050

SEND FROM BULK FILERS

REQUEST FOR ENTITY VALIDATION

ATTACHMENT 3A

Attachment 3A

TRANSACTION SET 838
TRADING PARTNER PROFILE
VERSION 003050

REQUEST FOR ENTITY VALIDATION SENT FROM BULK FILERS

TABLE 3A-1

SEG. ID	NAME	REQ. DES.	MAX. USE	LOOP REPEAT
ST	Transaction Set Header	M	1	
BTP	Beginning Segment for Trading Partner Profile	M	1	
PER	Administrative Communications Contact	O	1	
	LOOP ID - LX			>1
LX	Assigned Number	O	1	
	LOOP ID - N1			>1
N1	Name	O	1	
N9	Reference Number	O	>1	
SE	Transaction Set Trailer	M	1	

EFTPS will limit use of the LX loop to 1,000.
One N1 loop is used for each Entity Validation request.

The N3 and N4 segments are not used for credit card processing.
Only one N9 segment will be used

Attachment 3A (Cont.)

838 - TRADING PARTNER PROFILE
VERSION 003050

ST SEGMENT
TRANSACTION SET HEADER

TABLE 3A-2

Element	REF. Number	Name	Req. Desig.	Elem. Type	Elem. Length	Comments
ST01	143	Transaction Set Identifier Code	MIZ	ID	3/3	"838"
ST02	329	Transaction Set Control Number	M	AN	4/9	

ST02 is a control number that must be unique within the functional group.
The originator of the transaction assigns it.

Example:

```
ST~838~45678\
```

Attachment 3A (Cont.)

838 - TRADING PARTNER PROFILE
VERSION 003050

BTP SEGMENT
BEGINNING SEGMENT FOR TRADING PARTNER PROFILE

TABLE 3A-3

Element	REF Number	Name	Req. Desig	Elem Type	Elem Length	Comments
BTP01	353	Transaction Set Purpose Code	MIZ	ID	2/2	“35” Request Authority
BTP02	127	Reference Number	MIZ	AN	1/30	To be provided by the TFA
BTP03	373	Date	MIZ	DT	6/6	(YYMMDD)
BTP04	337	Time	M	TM	4/8	(HHMM)
BTP05	640	Transaction Type Code	M	ID	2/2	“S4” Submission
BTP06	353	Transaction Set Purpose Code	OIZ	ID	2/2	“00” (Original)
BTP07	127	Reference Number	XIZ	AN	1/30	“CREDIT CARD”
BTP08	373	Date	XIZ	DT	6/6	Not Used
BTP09	337	Time	O	TM	4/8	Not Used
BTP10	591	Payment Method Code	O	ID	3/3	Not Used

BTP02 will contain the reference number (a 9 digit number assigned by the TFA at registration).
BTP03 will be the file creation date.
BTP04 will be the file creation Time (time expressed as 24 hour clock).
Example:

Reference ID= 999999999 File Creation Date = April 10, 1999
File Creation Time = 8:10 am

```
BTP~35~999999999~990410~0810~S4~00~CREDIT CARD\
```

Attachment 3A (Cont.)

838 - TRADING PARTNER PROFILE
VERSION 003050

PER SEGMENT
ADMINISTRATIVE COMMUNICATIONS CONTACT

TABLE 3A-4

Element	REF. Number	Name	Req. Desig.	Elem. Type	Elem. Length	Comments
PER01	366	Contact Function Code	M	ID	2/2	"AA" Authorized Representative
PER02	93	Name	O	AN	1/35	
PER03	365	Communication Number Qualifier	X	ID	2/2	"TE"
PER04	364	Communication Number	X	AN	1/80	

PER02 will contain the Name of the Bulk Filer.
PER04 will contain the Telephone number for the Bulk Filer.
Example:
Bulk Filer = We Pay Your Taxes
Telephone Number = (313)889-1234
PER~AA~We Pay Your Taxes~TE~3138891234\

Attachment 3A (Cont.)

838 - TRADING PARTNER PROFILE
VERSION 003050

LOOP ID - LX
LX SEGMENT
ASSIGNED NUMBER

TABLE 3A-5

Element	REF Number	Name	Req. Desig.	Elem Type	Elem.Length	Comments
LX01	554	Assigned Number	M	NO	1/6	

Use one LX Loop for each Taxpayer to be enrolled.
LX01 is a unique number per transaction set control number and is assigned sequentially from1-1000 by the Bulk Filer. It will identify each tax Entity Validation request.

The number in the LX01 will be sent back in the 824 to notify you of acceptance or rejection of the Entity Validation request.

Maximum use of the LX loop for EFTPS is 1,000.
Start another 838 for additional Entity Validation requests.

Example:

```
LX~999\
```

Attachment 3A (Cont.)

838 - TRADING PARTNER PROFILE
VERSION 003050

LOOP ID - N1
N1 SEGMENT
NAME

TABLE 3A-6

Element	REF. Number	Name	Req. Desig	Elem. Type	Elem. Length	Comments
N101	98	Entity Identifier Code	M	ID	2/2	"TP" Primary Taxpayer
N102	93	Name	X	AN	1/35	Space
N103	66	Identification Code	X	ID	1/2	“34” Social Security Number
N104	67	Identification Code	X	ID	2/20	SSN
N105	706	Entity Relationship Code	O	ID	2/2	Not Used
N106	98	Entity Identifier Code	O	ID	2/2	Not Used

Use one N1 Loop for each Qualifier you would like to use in the N101

Example:

Entity Request for credit card SSN validation

SSN = 178989292
N1~TP~ ~34~178989292\

Attachment 3A (Cont.)

838 - TRADING PARTNER PROFILE
VERSION 003050

LOOP ID - N1
N9 SEGMENT
REFERENCE NUMBER

TABLE 3A-7

Element	REF. Number	Name	Req. Desig	Elem. Type	Elem. Length	Comments
N901	128	Reference Number Qualifier	M	ID	2/2	“VU” Preparer's Verification Number
N902	127	Reference Number	X	AN	1/30	"8655"
N903	369	Free-Form Description	X	AN	1/45	Not Used
N904	373	Date	O	DT	6/6	Not Used
N905	337	Time	X	TM	4/8	Not Used
N906	623	Time Code	OIZ	ID	2/2	Not Used

This record confirms that the taxpayer has authorized the credit card processor/bulk filer to process the payment and to exchange information with the IRS necessary to process the payment.

Example:

```
N9~VU~8655\
```

Attachment 3A (Cont.)

838 - TRADING PARTNER PROFILE
VERSION 003050

SE SEGMENT
TRANSACTION SET TRAILER

TABLE 3A-8

Element	REF. Number	Name	Req. Desig.	Elem. Type	Elem. Length	Comments
SE01	96	Number of Segments Included	M	NO	1/10	
SE02	329	Transaction Set Control Number	M	AN	4/9	

Example:

```
SE~8~45678\
```

Note: SE02 must be the same as the ST02.

DRAFT

TRANSACTION SET 997

FUNCTIONAL ACKNOWLEDGMENT

VERSION 003050

ATTACHMENT 3B

Attachment 3B

997
FUNCTIONAL ACKNOWLEDGMENT
VERSION 003050

TABLE 3B-1

SEG. ID	NAME	REQ. DES	MAX. USE	LOOP REPEAT
ST	Transaction Set Header	M	1	
AK1	Functional Group Response Header	M	1	
	LOOP - ID AK2			999999
AK2	Transaction Set Response Header	O	1	
AK5	Transaction Set Response Trailer	M	1	
AK9	Functional Group Response Trailer	M	1	
SE	Transaction Set Trailer	M	1	

ATTACHMENT 3B (Cont.)

997- FUNCTIONAL ACKNOWLEDGMENT
VERSION 003050

ST SEGMENT
TRANSACTION SET HEADER

TABLE 3B-2

Element	REF Number	Name	Req. Desig.	Elem. Type	Elem. Length	Comments
ST01	143	Transaction Set Identifier Code	MIZ	ID	3/3	"997"
ST02	329	Transaction Set Control Number	M	AN	4/9	

ST02 is a control number that must be unique within the functional group.
The originator of the transaction assigns it.

Example:

ST~997~56766\

ATTACHMENT 3B (Cont.)

997 - FUNCTIONAL ACKNOWLEDGMENT
VERSION 003050

AK1 SEGMENT
FUNCTIONAL GROUP RESPONSE HEADER

TABLE 3B-3

Element	REF. Num.	Name	Req. Desig	Elem Type	Elem. Length	Comments
AK101	479	Functional Identifier Code	MIZ	ID	2/2	"AG" Application Advice (824) "FR" Financial Reporting (827) "TA" Elec. Filing of Tax Return Data Ack. (151) "TD" Trading Partner Profile (838) "TF" Elec. Filing of Tax Return Data (813) "TI" Tax Information Reporting (826)
AK102	28	Group Control Number	MIZ	N0	1/9	

AK101 is the functional ID found in the GS segment (GS01) in the functional group being acknowledged.

AK102 is the functional group control number found in the GS segment; element GS06 in the functional group being acknowledged.

Example:

```
AK1~TF~34566969\
```

Attachment 3B (Cont.)

997 - FUNCTIONAL ACKNOWLEDGMENT
VERSION 003050

LOOP ID - AK2
AK2 SEGMENT
TRANSACTION SET RESPONSE HEADER

TABLE 3B-4

Element	REF. Number	Name	Req. Desig.	Elem. Type	Elem. Length	Comments
AK201	143	Trans. Set Identifier Code	MIZ	ID	3/3	"824" Application Advice "827" Financial Reporting "151" Elec. Filing of Tax Return Data Ack. "838" Trading Partner Profile "813" Elec. Filing of Tax Return Data "826" Tax Information Reporting
AK202	329	Trans. Set Control Number	MIZ	AN	4/9	From Trans. Set Identifier Code being acknowledged. ST segment, element ST02

Example:

AK2~813~323232\

Attachment 3B (Cont.)

997 - FUNCTIONAL ACKNOWLEDGMENT
VERSION 003050

LOOP ID - AK2
AK5 SEGMENT
TRANSACTION SET RESPONSE TRAILER

TABLE 3B-5

Element	REF. Number	Name	Req. Desig	Elem. Type	Elem. Length	Comments
AK501	717	Transaction Set Ackn. Code	M	ID	1/1	“A” Accepted “R” Rejected
AK502	718	Transaction Set Syntax Error Cd	O	ID	1/3	Not Used
AK503	718	Transaction Set Syntax Error Cd	O	ID	1/3	Not Used
AK504	718	Transaction Set Syntax Error Cd	O	ID	1/3	Not Used
AK505	718	Transaction Set Syntax Error Cd	O	ID	1/3	Not Used
AK506	718	Transaction Set Syntax Error Cd	O	ID	1/3	Not Used

Example:

```
AK5~A\
```

Attachment 3B (Cont.)

997 - FUNCTIONAL ACKNOWLEDGMENT
VERSION 003050

AK9 SEGMENT
FUNCTIONAL GROUP RESPONSE TRAILER

TABLE 3B-6

Element	REF. Number	Name	Req. Desig.	Elem. Type	Elem. Length	Comments
AK901	715	Functional Group Acknow Code	M	ID	1/1	"A" Accepted "R" Rejected
AK902	97	Number of Trans. Sets Included	M	N0	1/6	
AK903	123	Number of Trans. Sets Received	M	N0	1/6	
AK904	2	Number of Accepted Tran Sets	M	N0	1/6	
AK906	716	Functional Group Syntax Error	O	ID	1/3	Not Used
AK907	716	Functional Group Syntax Error	O	ID	1/3	Not Used
AK908	716	Functional Group Syntax Error	O	ID	1/3	Not Used
AK909	716	Functional Group Syntax Error	O	ID	1/3	Not Used

Example:

```
AK9~A~1~1~1\
```

Attachment 3B (Cont.)

997 - FUNCTIONAL ACKNOWLEDGMENT
VERSION 003050

SE SEGMENT
TRANSACTION SET TRAILER

TABLE 3B-7

Element	REF. Number	Name	Req. Desig	Elem. Type	Elem. Length	Comments
SE01	96	Number of Included Segments	M	No	1/10	
SE02	329	Transaction Set Control Number	M	AN	4/9	From ST Segment of “997” element ST02

Example:

SE~5~56766\

DRAFT

TRANSACTION SET 824

APPLICATION ADVICE

VERSION 003050

SEND FROM TFA

CONFIRM/REJECT ENTITY REQUEST

Attachment 3C

824
APPLICATION ADVICE
VERSION 003050

TABLE 3C-1

SEG. ID	NAME	REQ. DES.	MAX. USE	LOOP REPEAT
ST	Transaction Set Header	M	1	
BGN	Beginning Segment	M	1	

TABLE 3C-2

SEG. ID	NAME	REQ. DES	MAX. USE	LOOP REPEAT
	LOOP ID - OTI			>1
OTI	Original Transaction Identification	O	1	
REF	Reference Numbers	O	12	
SE	Transaction Set Trailer	M	1	

Attachment 3C (Cont.)

824 APPLICATION ADVICE
VERSION 003050

ST
TRANSACTION SET HEADER

TABLE 3C-3

Element	REF. Number	Name	Req. Desig.	Elem. Type	Elem. Length	Comments
ST01	143	Transaction Set Identifier Code	MIZ	ID	3/3	"824"
ST02	329	Transaction Set Control Number	M	AN	4/9	

ST02 is a control number that must be unique within the functional group.
The originator of the transaction assigns it.

Example:
ST~824~56456\

Attachment 3C (Cont.)

824 APPLICATION ADVICE
VERSION 003050

BGN
BEGINNING SEGMENT

TABLE 3C-4

Element	REF. Num.	Name	Req. Desig	Elem. Type	Elem. Length	Comments
BGN01	353	Transaction Set Purpose Code	M	ID	2/2	"00" Original
BGN02	127	Reference Number	MIZ	AN	1/30	Assigned by transaction originator. The same as element BGN06
BGN03	373	Date	MIZ	DT	6/6	YYMMDD Transaction Set Date
BGN04	337	Time	XIZ	TM	4/8	Not Used
BGN05	623	Time Code	OIZ	ID	2/2	Not Used
BGN06	127	Reference Number	OIZ	AN	1/30	Control Number from 838's ST02
BGN07	640	Transaction Type Code	O	ID	2/2	Not Used
BGN08	306	Action Code	O	ID	½	"CF" Confirm "U" Reject

BGN02 is the transaction set reference number (assigned by originator) and is the same as element BGN06.
BGN06 is the transaction set reference number of a previously sent 838 transaction and is used to match the 824 to the 838.
If BGN08 is "CF", the transaction will confirm that all entity validations within the control number were accepted.
IF BGN08 is "U", the transaction will confirm that some or all of the entity validations were rejected for the indicated control number. The OTI segment will provide details.

Example:

Reference Number for Enrollment Confirmation = 567898, Date = November 15, 1999
Original Control Number = 45678 (ST02 Control Number from Request for enrollment)

All Accepted: BGN~00~567898~991115~~~45678~~CF\
Some enrollments rejected: BGN~00~567898~991115~~~45678~~U\

Attachment 3C (Cont.)

824 APPLICATION ADVICE
VERSION 003050

LOOP ID - OTI
OTI SEGMENT
ORIGINAL TRANSACTION IDENTIFICATION

TABLE 3C-5

Element	REF. Num.	Name	Req. Desig	Elem Type	Elem. Length	Comments
OTI01	110	Application Acknow. Code	M	ID	½	"IA" Item Accept "IR" Item Reject
OTI02	128	Reference Number Qualifier	M	ID	2/2	"2I" Tracking Number
OTI03	127	Reference Number	M	AN	1/30	1 to 6 Digit Number from LX01 in 838
OTI04	142	Application Sender's Code	O	AN	2/15	Not Used
OTI05	124	Application Receiver's Code	O	AN	2/15	Not Used
OTI06	373	Date	OIZ	DT	6/6	Not Used
OTI07	337	Time	OIZ	TM	4/8	Not Used
OTI08	28	Group Control Number	X	N0	1/9	Not Used
OTI09	329	Transaction Set Control Number	O	AN	4/9	Not Used
OTI10	143	Transaction Set Identifier Code	O	ID	3/3	Not Used
OTI11	480	Version/Release/Industry	OIZ	AN	1/12	Not Used

OTI03 will contain the reference number from the original the LX01 838 transaction. The LX01 is a sequential number generated by EDI from 1-1000.

Examples:	Enrollment Reference Number = 999	
	Transaction Set Accepted:	OTI01~IA~2I~999\
	One Transaction Accepted, One Rejected:	OTI01~IR~2I~999\

Attachment 3C (Cont.)

824 APPLICATION ADVICE
VERSION 003050

LOOP ID - OTI
REF SEGMENT
REFERENCE NUMBERS

TABLE 3C-6

Element	REF. Num.	Name	Req. Desig	Elem Type	Elem. Length	Comments
REF01	128	Reference Number Qualifier	M	ID	2/2	"1Q" Error Identification Code "BB" Authorization Number
REF02	127	Reference Number	X	AN	1/30	Name Control for valid TIN's; Error Code for invalid TIN's
REF03	352	Description	X	AN	1/80	ZIP Code

Examples:

Enrollment Rejection Reason Code = 0005

REF~1Q~0005\

Acceptance - Name Control ABCD, ZIP Code 01234

REF~BB~ABCD~01234\

Attachment 3C (Cont.)

824 APPLICATION ADVICE
VERSION 003050

SE SEGMENT
TRANSACTION SET TRAILER

TABLE 3C-7

Element	REF. Number	Name	Req. Desig.	Elem. Type	Elem. Length	Comments
SE01	96	Number of Included Segments	M	No	1/10	
SE02	329	Transaction Set Control Number	M	AN	4/9	

Example:

Control Number = 56456
Number of Segments = 12

```
SE~ 12~56456\
```

C. Chapter 4. ACH Bulk Debits

ACH Bulk Debits (One Debit Posted to Bulk Filer's Account)

Overview

This chapter describes the process for submitting Federal tax payments through one debit to the bulk filer's account. File layouts for ACH Bulk Debits are provided in **Attachments 4A-B** at the end of the chapter.

ACH Bulk Debit Process

The graphic on page 4-4 depicts the process for submitting tax payments using the ACH Bulk Debit method.

Transmission Schedules:

The deadline for processing debit payments is 7:00 p.m. ET on the calendar day prior to settlement day. Settlement will occur on banking days only, Monday through Friday, excluding holidays.

Rejects:

Any payment rejects may result in the entire file rejecting back to the Credit Card Bulk Filer, for additional detail contact the assigned FA.

Returns:

The process for handling returns of debits will start with the Receiving Depository Financial Institution (RDFI) sending EFTPS a valid return reason code such as NSF or Uncollected Funds. Note: The RDFI must adhere to NACHA rules regarding returns. Next, EFTPS will send the bulk filer an 827-transaction set, which contains return reason information. EFTPS must send this transaction set 827 within 24 hours of the return settling.

Duplicate File

A duplicate file is one in which the ISA & GS control numbers are not unique. If a duplicate file is received by the TFA, the EDI translator will reject it and the bulk filer will receive a negative 997 functional acknowledgment. However, if a file has unique ISA and GS control numbers, then the file will not be rejected and any previously processed payments will be processed again. Resolution will need to come from the IRS directly. EFTPS does not have the capability to initiate a reversal of debit payment transactions.

Step ①

- Taxpayers initiate the credit card payment through the electronic filing system or by contacting the credit card processor directly.

- As part of the credit card approval process, the taxpayer must certify that the credit card processor is authorized to process the payment and to exchange information with the IRS necessary to process the payment.

Step ②

- The credit card processor/bulk filer completes a transmission to the TFA with payment detail. To settle on the next banking date, the file must be transmitted by 8:00 pm ET. Attachment 4A shows the format for the ANSI X12 EDI **813-transaction set**.

- For each 813-transaction set, one bulk debit will be originated.

- Each 813-transaction set is limited to a maximum of 1000 transactions. The re is a limit of 50 (fifty) 813-transaction sets to a file, for a maximum of 50,000 transactions per file.

Step ③

- Within one hour of receipt of the payment file, the TFA will send the bulk filer an acknowledgment file. Attachment 3B shows the format for the ANSI X12 EDI **997-transaction set**

- Upon receipt of the payment file, the TFA will begin the validation and editing process. The first level of validation is on a file level:

    - ➢ Validate that the detail totals to the header record. If the totals do not equal the TFA rejects the file.

- The second level of validation is at the transaction set level:
    - ➢ Validate for the dollar limit of $99,999,999.99 per 813-transaction set. If the dollar amount is greater than $99,999,999.99, the TFA rejects the transaction set.

    - ➢ Validate that the tax type for the payment is a valid IRS tax type.

If a tax type is invalid, the TFA rejects the transaction set.

All rejects will have to be corrected and retransmitted the TFA.

- Within three hours of receipt of the payment file, the TFA will send the bulk filer a confirmation file that provides the detail and status of each payment record. Attachment 4B shows the format for the ANSI X12 EDI **151-transaction set**.

- Within one hour after receipt of receipt of this file, the bulk filer will return the TFA an acknowledgment of receipt of file to the TFA. Attachment B shows the format for the ANSI X12 EDI **997-transaction set**.

Step ④ *For all files received before 8:00 PM ET step 4 will occur on same day file received.*

- The TFA will initiate an ACH debit to the bulk filer's account at the bulk filer's financial institution for each 813-transaction set.

Step ⑤ *Step 5 & 6 will occur on Bulk Debit Settlement date.*

- The Federal Reserve Bank will deposit the bulk payment into the Treasury account.
- The Federal Reserve Bank will withdrawal the bulk payment from the Credit Card Bulk Filer's Financial Institution and the Financial Institution will withdrawal the Bulk Payment from the Credit Card Bulk Filer's account.

Step ⑥

- The TFA passes the payment detail to the IRS.

DRAFT

TRANSACTION SET 813

ELECTRONIC FILING OF TAX RETURN DATA

VERSION 003050

SEND FROM BULK FILERS

TAX PAYMENT

Attachment 4A

813
ELECTRONIC FILING OF TAX RETURN DATA
VERSION 3050

TABLE 4A-1

SEG. ID	NAME	REQ. DES.	MAX. USE	LOOP REPEAT
ST	Transaction Set Header	M	1	
BTI	Beginning Tax Return	M	1	
DTM	Date/Time Reference	M	10	
TIA	Tax Information	M	1000	
REF	Reference Numbers	O	>1	
BPR	Beginning Segment for Payment Order/Remittance Adv	O	1000	

TABLE 4A-2

SEG. ID	NAME	REQ. DES.	MAX. USE	LOOP REPEAT
	LOOP ID - TFS			50000
TFS	Tax Form	O	1	
REF	Reference Numbers	O	10	
DTM	Date/Time Reference	O	10	
	LOOP ID - FGS			100000
FGS	Form Group	O	1	
	LOOP ID - TIA			10000
TIA	Tax Information and Amount	O	1	

Attachment 4A (Cont.)

TABLE 4A-3

SEG. ID	NAME	REQ. DES.	MAX. USE	LOOP REPEAT
SE	Transaction Set Trailer	M	1	

NOTES:
Only one iteration of each of the segments in Table 4A-1 is expected for normal payments.
EFTPS limits the use of the TFS Loop to 1000.
The REF and DTM segments in the TFS loop are limited to one iteration.

Attachment 4A (Cont.)

VERSION 003050
813 - ELECTRONIC FILING OF TAX RETURN DATA
ST SEGMENT
TRANSACTION SET HEADER

TABLE 4A-4

Element	Ref. Num.	Name	Req. Design.	Elem Type	Elem. Length	Comments
ST01	143	Transaction Set Identifier Code	MIZ	ID	3/3	"813"
ST02	329	Transaction Set Control Number	M	AN	4/9	

ST02 is a control number that must be unique within the functional group.
The transaction originator assigned the control number.

Example:

```
ST~813~323232\
```

Attachment 4A (Cont.)

813 - ELECTRONIC FILING OF TAX RETURN DATA
VERSION 003050
BTI SEGMENT
BEGINNING TAX SEGMENT

TABLE 4A-5

Element	Ref.Num.	Name	Req. Design.	Elem Type	Elem. Length	Comments
BTI01	128	Reference Number Qualifier	MIZ	ID	2/2	"T6" Tax Filing
BTI02	127	Reference Number	M	AN	1/30	"EFTPS"
BTI03	66	Identification Code Qualifier	MIZ	ID	2/2	"47" Tax Authority Identification
BTI04	67	Identification Code	M	AN	2/20	"IRS"
BTI05	373	Date	OIZ	DT	6/6	
BTI06	818	Name Control Identifier	O	AN	4/4	Not Used
BTI07	66	Identification Code Qualifier	MIZ	ID	1/2	"48" Electronic Filer Identification Number (EFIN)
BTI08	67	Identification Code	X	AN	2/20	Assigned by the TFA
BTI09	66	Identification Code Qualifier	XIZ	ID	1/2	"ZZ"
BTI10	67	Identification Code	X	AN	2/20	"CREDIT CARD"
BTI11	66	Identification Code Qualifier	X	ID	1/2	Not Used
BTI12	67	Identification Code	X	AN	2/20	Not Used

BTI01 & BTI02 define the tax exchange program or tax filing.
BTI03 & BTI04 define the tax authority
BTI05 is the creation date noted as YYMMDD.

Example: ID Code-=999999999, File Creation Date = April 10, 2003
BTI~T6~EFTPS~47~IRS~030410~~48~999999999~ZZ~CREDIT CARD\

Attachment 4A (Cont.)

813 - ELECTRONIC FILING OF TAX RETURN DATA
VERSION 003050

DTM SEGMENT
DATE/TIME REFERENCE

TABLE 4A-6

Element	Ref. Num.	Name	Req. Design.	Elem. Type	Elem. Length	Comments
DTM01	374	Date/Time Qualifier	M	ID	3/3	"009" Process Date
DTM02	373	Date	X	DT	6/6	

DTM02 should reflect the date the file is sent (YYMMDD).

Example:

```
DTM~009~030411\
```

Attachment 4A (Cont.)

813 - ELECTRONIC FILING OF TAX RETURN DATA
VERSION 003050

TIA SEGMENT
TAX INFORMATION AND AMOUNT

TABLE 4A-7

Element	Ref. Num.	Name	Req. Design	Elem Type	Elem. Length	Comments
TIA01	817	Tax Information Identification Number	M	AN	1/30	"EFTPS"
TIA02	782	Monetary Amount	X	R	1/15	(Element length limit is 10)
TIA03	449	Fixed Format Information	XIZ	AN	1/80	Not Used
TIA04	380	Quantity	X	R	1/15	Not Used
TIA05	355	Unit or Basis for Measurement Code	X	ID	2/2	Not Used
TIA06	954	Percent	X	R	1/10	Not Used
TIA07	782	Monetary Amount	XIZ	R	1/15	Not Used

The amount in the TIA02 is limited to 10 digits, including cents due to ACH constraints.
Limit is $99,999,999.99

NOTE: THIS EXAMPLE IS VERY IMPORTANT ON THE HANDLING OF DOLLARS AND CENTS WITH THE TFAs

Total Value of tax transactions within this 813 = $900.00

Anexys Example:	TIA~EFTPS~90000\
Bank of America Example:	TIA~EFTPS~900.00\

Attachment 4A (Cont.)

813 - ELECTRONIC FILING OF TAX RETURN DATA
VERSION 003050

REF SEGMENT
REFERENCE NUMBERS

TABLE 4A-8

Element	Ref. Num.	Name	Req. Design	Elem Type	Elem. Length	Comments
REF01	128	Reference Number Qualifier	M	ID	2/2	"VU" Preparer's Verification Number
REF02	127	Reference Number	X	AN	1/30	"8655" (REF01 of VU)

An REF segment with an REF01 of "VU" and an REF02 of "8655" is required for each 813.

The "VU" is a confirmation that the taxpayer has authorized the payment and has authorized disclosure to the credit card vendor/bulk filer of tax information needed to process the payment

Example:

```
REF~VU~8655\
```

Attachment 4A (Cont.)

813 - ELECTRONIC FILING OF TAX RETURN DATA
VERSION 003050

BPR SEGMENT
BEGINNING SEGMENT FOR PAYMENT ORDER/REMITTANCE ADVICE

TABLE 4A-9

Element	Ref. Num	Name	Req. Design	Elem Type	Elem. Length	Comments
BPR01	305	Transaction Handling Code	M	ID	½	"Z" Bulk Debit
BPR02	782	Monetary Amount	MIZ	R	1/15	(Element length limit is 10)
BPR03	478	Credit/Debit Flag	M	ID	1/1	"D" Debit
BPR04	591	Payment Method Code	M	ID	3/3	"ACH" Automated Clearing House
BPR05	812	Payment Format Code	O	ID	1/10	Not Used
BPR06	506	(DFI) ID Number Qualifier	XIZ	ID	2/2	Not Used
BPR07	507	(DFI) Identification Number	X	AN	3/12	Not Used
BPR08	569	Account Number Qualifier	OIZ	ID	1/3	Not Used
BPR09	508	Account Number	X	AN	1/35	Not Used
BPR10	509	Originating Company Identifier	O	AN	10/10	Not Used
BPR11	510	Originating Co. Supplemental Code	O	AN	9/9	Not Used
BPR12	506	(DFI) ID Number Qualifier	XIZ	ID	2/2	"01" ABA Transit Routing # with Check Digits(9)
BPR13	507	(DFI) Identification Number	X	AN	3/12	(9 digit RTN Number)

BPR14	569	Account Number Qualifier	OIZ	ID	1/3	"03" Checking Account "SG" Savings
BPR15	508	Account Number	XIZ	AN	1/35	(Account Number)
BPR16	373	Date	OIZ	DT	6/6	Settlement Date(YYMMDD)
BPR17	1048	Business Function Code	OIZ	ID	1/3	Not Used
BPR18	506	(DFI) ID Number Qualifier	XIZ	ID	2/2	Not Used
BPR19	507	(DFI) Identification Number	X	AN	3/12	Not Used
BPR20	569	Account Number Qualifier	OIZ	ID	1/3	Not Used
BPR21	508	Account Number	XIZ	AN	1/35	Not Used

TABLE 4A-9 NOTES:

BPR02 can not be more than 10 positions including cents due to ACH constraints.
All amounts must be dollars and cents.

NOTE: THIS EXAMPLE IS VERY IMPORTANT ON THE HANDLING OF DOLLARS AND CENTS WITH THE TFAs

Example: Total payment = $9000.00
1. For Debit Payments:
RTN = 987654789 Checking Account Number = 8989898989
Expected Settlement Date (Date of funds transfer to Treasury) = April 12, 2003

Anexsys Example: BPR~C~900000~D~ACH~~~~~~~~01~987654789~03~8989898989~030412\

Bank of America Example: BPR~C~9000.00~D~ACH~~~~~~~~01~987654789~03~8989898989~030412\

Attachment 4A (Cont.)

813 - ELECTRONIC FILING OF TAX RETURN DATA
VERSION 003050

LOOP ID - TFS
TFS SEGMENT
TAX FORM

TABLE 4A-10

Element	Ref. Num.	Name	Req. Design.	Elem Type	Elem. Length	Comments
TFS01	128	Reference Number Qualifier	M	ID	2/2	"T6" Tax Filing
TFS02	127	Reference Number	M	AN	1/30	5 Digit Tax Type Code (see note)
TFS03	128	Reference Number Qualifier	X	ID	2/2	"T9"
TFS04	127	Reference Number	X	AN	1/30	Bulk Filer Reference Number
TFS05	66	Identification Code Qualifier	X	ID	2/2	"34" Social Security Number (Taxpayer TIN)
TFS06	67	Identification Code	X	AN	2/20	9 Digit SSN
TFS07	373	Date	O	DT	6/6	Tax Period End Date
TFS08	818	Name Control Identifier	O	AN	4/4	IRS Name Control

Notes for TABLE 4A-10:

Tax Type Code is 10401 for payment of amount due on a current Form 1040 (series) tax return
10402 for payment for an extension, Form 4868 (FA Note: 10402 payments can be accepted past 4/15/XX.)
10406 for payment of estimated tax, Form 1040ES
10400 for payment with an amended return, Form 1040X
10407 for payment due for an individual taxpayer in response to an IRS balance due notice, or payment with an Additional Extension, Form 2688
94101 for 941 payment with return *
09401 for 940 payment with return*
Note: Business payments due with a return) will now be accepted at all times throughout the processing year.
10417 for 1041 payment with a return

(The valid tax types are above. Each processor will have specific valid tax types assigned to prevent invalid tax types being submitted on the file.)
* There is a limitation on the dollar amount allowed for this tax types: $2500 for 941; $100 for 940 |

Bulk filer reference number is the Declaration Control Number (DCN) assigned by electronic filing or the authorization number given to taxpayer by credit card company

Tax Period Ending Date is in YYMMDD format.
Date is 021231 for payments for current year returns or extensions processed in 2003, or 4th quarter Form 104ES due January 16, 2003. For estimated tax Form 1040ES received after March 1, 2003 the date is 031231 for payments due on April 16, June 15, September 17, 2003, and January 15, 2004.

For stand-along processors ONLY - does not apply to integrated file and pay applications - the Name control is received from financial agent in Transaction Set 824, element REF02, or validated by electronic filing. Do not enter name control unless IRS has validated SSN.

For Integrated file and pay, the name control should be taken from the accepted return submitted to IRS.

Use of the TFS Loop is limited to 1,000.
For additional tax transactions, use another 813.
Examples: Tax Form = 1040A, SSN = 787878787, Name Control = ABCD, DCN = 00123456123019, Authorization Number B2012001

Direct call from taxpayer: TFS~T6~10401~T9~B2012001~34~787878787~021231~ABCD\
Payment initiated through e-file: TFS~T6~10401~T9~00123456123019~34~787878787~021231~ABCD\

Attachment 4A (Cont.)

813 - ELECTRONIC FILING OF TAX RETURN DATA
VERSION 003050

LOOP ID - TFS
REF SEGMENT
REFERENCE NUMBERS

TABLE 4A-11

Element	Ref. Num.	Name	Req. Design.	Elem. Type	Elem. Length	Comments
REF01	128	Reference Number Qualifier	M	ID	2/2	"F8" Original Reference Number
REF02	127	Reference Number	M	AN	1/30	
REF03	352	Description	X	AN	1/80	ZIP Code

REF02 is an 8-digit number assigned by the sender of the transmission.
The REF02 is a unique number for each TFS Loop.
This number will be communicated back to the sender in the 151, along with the payment acknowledgment number for each tax transaction.

REF03 is the 5-digit ZIP code of the taxpayer, obtained in the following priority:
1 - Input by the taxpayer during credit card validation or electronic filing
2 - Obtained from IRS during E-file validation
3 - Obtained from EFTPS during TIN validation
Example:
REF~F8~98765432~01234\

Attachment 4A (Cont.)

813 - ELECTRONIC FILING OF TAX RETURN DATA
VERSION 003050

LOOP ID - TFS
DTM SEGMENT
DATE/TIME REFERENCE

TABLE 4A-12

Element	Ref. Num.	Name	Req. Design.	Elem. Type	Elem Length	Comments
DTM01	374	Date/Time Qualifier	M	ID	3/3	"009" Process Date
DTM02	373	Date	X	DT	6/6	Credit Card Authorization Date

Example:

Authorization Date: April 10, 2003
DTM~009~030410\

Attachment 4A (Cont.)

813 - ELECTRONIC FILING OF TAX RETURN DATA
VERSION 003050

LOOP ID - FGS
FGS SEGMENT
FORM GROUP

TABLE 4A-13

Element	Ref. Num.	Name	Req. Design.	Elem. Type	Elem.Length	Comments
FGS01	350	Assigned Identification	M	AN	1/11	Sequential number assigned by sender

Example:

```
FGS~1\
```

Attachment 4A (Cont.)

813 - ELECTRONIC FILING OF TAX RETURN DATA
VERSION 003050

LOOP ID - TIA
TIA SEGMENT
TAX INFORMATION AND AMOUNT

TABLE 4A-14

Element	Ref. Num.	Name	Req. Design	Elem Type	Elem. Length	Comments
TIA01	817	Tax Information Identification Number	M	AN	1/30	Tax Type Code
TIA02	782	Monetary Amount	X	R	1/15	Element length limit is 10
TIA03	449	Fixed Format Information	XIZ	AN	1/80	Not Used
TIA04	380	Quantity	X	R	1/15	Not Used
TIA05	355	Unit or Basis for Measurement Code	X	ID	2/2	Not Used
TIA06	954	Percent	X	R	1/10	Not Used
TIA07	782	Monetary Amount	XIZ	R	1/15	Not Used

TIA04 can not exceed 10 positions, including cents due to ACH constraints.

One TIA loop is required for each taxpayer payment.

NOTE: THIS EXAMPLE IS VERY IMPORTANT ON THE HANDLING OF DOLLARS AND CENTS WITH THE TFAs

Example:

Reporting on a Form 1040 payment for an amount of $250.00 due with return.

Anexys Example:	TIA~10401~25000\
Bank of America Example:	TIA~10401~250.00\

Attachment 4A (Cont.)

813 - ELECTRONIC FILING OF TAX RETURN DATA
VERSION 003050

SE SEGMENT
TRANSACTION SET TRAILER

TABLE 4A-15

Element	Ref. Num.	Name	Req. Design.	Elem. Type	Elem. Length	Comments
SE01	96	Number of Included Segments	M	NO	1/10	
SE02	329	Transaction Set Control Number	M	AN	4/9	

Example:

SE~233~323232\

DRAFT

TRANSACTION SET 151

ELECTRONIC FILING OF TAX RETURN DATA ACKNOWLEDGMENT

VERSION 003050

SEND TO BULK FILERS

CONFIRM/REJECT TAX PAYMENT

Attachment 4B

151

ELECTRONIC FILING OF TAX RETURN DATA ACKNOWLEDGMENT

VERSION 003050

TABLE 4B-1

SEG. ID	NAME	REQ. DES.	MAX. USE	LOOP REPEAT
ST	Transaction Set Header	M	1	
BTA	Beginning Tax Acknowledgment	M	1	
BTI	Beginning Tax Information	M	1	

TABLE 4B-2

SEG. ID	NAME	REQ. DES.	MAX. USE	LOOP REPEAT
	LOOP ID - TFS			50000
TFS	Tax Form	O	1	

TABLE 4B-3

SEG. ID	NAME	REQ. DES.	MAX. USE	LOOP REPEAT
SE	Transaction Set Trailer	M	1	

Please note:
EFTPS will allow a maximum loop repeat of 1000 for the TFS Loop versus the standard of 100,000.
All other segments used as noted on tables.

Attachment 4B (Cont.)

151 - ELECTRONIC FILING OF TAX RETURN DATA ACKNOWLEDGMENT VERSION 003050

ST SEGMENT TRANSACTION SET HEADER

TABLE 4B-4

Element	REF. Number	Name	Req. Desig	Elem. Type	Elem. Length	Comments
ST01	143	Transaction Set Identifier Code	MIZ	ID	3/3	"151"
ST02	329	Transaction Set Control Number	M	AN	4/9	

ST02 is a control number that must be unique within the functional group.
The originator assigns the control number.

Example:

```
ST~151~765468\
```

Attachment 4B (Cont.)

151 - ELECTRONIC FILING OF TAX RETURN DATA ACKNOWLEDGMENT VERSION 003050

BTA SEGMENT
BEGINNING TAX ACKNOWLEDGMENT

TABLE 4B-5

Element	REF. Number	Name	Req. Desig	Elem Type	Elem Length	Comments
BTA01	587	Acknowledgment Type	M	ID	2/2	"AD" Acknowledge - With Detail, No Change "AC" Acknowledge- With Detail and Change "RD" Reject with Detail "RJ" Rejected - No Detail
BTA02	373	Date	O	DT	6/6	Acknowledgment Date YYMMDD
BTA03	522	Amount Qualifier	X	ID	1/2	"AB" Adjusted Collected Balance
BTA04	782	Monetary Amount	X	R	1/15	Element limit length of 10

BTA01: AD - used to acknowledge 813 as processed. Will receive one EFT Number per Tax Transaction
AC - used to ID that the 813 were accepted but one or more transactions were rejected.
Will see EFT number or error number for each tax transaction.
RD - used to identify rejection of single debit transactions.
RJ - used to identify that the entire 813 was rejected.

BTA03 is "AB" when the Debit processed is different from the original 813 debit amount.
The BTA04 contains the amount reflecting accepted tax transactions.

BTA03 & BTA04 are not used when the debit is processed per the original 813.

Examples:

All tax transactions processed as received:	BTA~AD~951125\
Some Tax transactions rejected, Debit adjusted accordingly:	

NOTE: THIS EXAMPLE IS VERY IMPORTANT ON THE HANDLING OF DOLLARS AND CENTS WITH THE TFAs

Anexsys Example	**BTA~AC~951125~AB~45000**
Bank of America Example:	**BTA~AC~951125~AB~450.00**
Entire 813 rejected	BTA~RJ~951125\

Attachment 4B (Cont.)

151 - ELECTRONIC FILING OF TAX RETURN DATA ACKNOWLEDGMENT VERSION 003050

BTI SEGMENT BEGINNING TAX INFORMATION

TABLE 4B-6

Element	REF Num	Req. Name	Elem. Desig.	Elem Type	Length	Comments
BTI01	128	Reference Number Qualifier	MIZ	ID	2/2	"BT" Batch Number
BTI02	127	Reference Number	M	AN	1/30	Original Transaction Control Number (ST02)
BTI03	66	Identification Code Qualifier	MIZ	ID	1/2	"SV" Service Provider Number
BTI04	67	Identification Code	M	AN	2/20	Assigned by the TFA
BTI05	373	Date	OIZ	DT	6/6	Not Used
BTI06	818	Name Control Identifier	O	AN	4/4	Not Used
BTI07	66	Identification Code Qualifier	XIZ	ID	1/2	"93" Code Assigned by Originator of Transaction
BTI08	67	Identification Code	X	AN	2/20	Confirmation Number
BTI09	66	Identification Code Qualifier	XIZ	ID	1/2	Not Used
BTI10	67	Identification Code	X	AN	2/20	Not Used
BTI11	66	Identification Code Qualifier	X	ID	1/2	Not Used
BTI12	67	Identification Code	X	AN	2/20	Not Used

BTI04 will contain a number assigned by the TFA
BTI08 will contain the 15-digit EFT number.
Example: Control Number from 813 = 323232, ID code = 999999999
Confirmation Number for Debit = 485954349484944
BTI~BT~323232~SV~999999999~~~93~485954349484944\

Attachment 4B (Cont.)

151 - ELECTRONIC FILING OF TAX RETURN DATA ACKNOWLEDGMENT VERSION 003050

LOOP ID - TFS
TFS SEGMENT
TAX FORM

TABLE 4B-7

Element	REF. Number	Name	Req. Desig.	Elem Type	Elem. Length	Comments
TFS01	128	Reference Number Qualifier	M	ID	2/2	"F8" Original Reference Number
TFS02	127	Reference Number	M	AN	1/30	(REF02 FROM TFS LOOP)
TFS03	128	Reference Number Qualifier	X	ID	2/2	"93" Funds Authorization "1Q" Error Identification Code
TFS04	127	Reference Number	X	AN	1/30	Acknowledgment EFT Number or Error Code
TFS05	66	Identification Code Qualifier	X	ID	1/2	"ZZ"
TFS06	67	Identification Code	X	AN	2/20	Bulk Filer Reference Number
TFS07	373	Date	O	DT	6/6	Not Used
TFS08	818	Name Control Identifier	O	AN	4/4	Not Used

Notes for TABLE 4B-7

This segment is used provide the acknowledgment EFT number for each payment record or error code for rejected record.
The Bulk Filer Reference Number is returned from 813 element TFS04
Payment Error Codes are listed in a separate attachment

Examples:

1. Accept and Process Debit as Transmitted - Payment Initiated through ***e-file***

Reference Number	Amount	Acknowledgment Number	Document Control Number
55566644	100.00	168910588123456	00123456123019
55566645	300.00	168910588123457	00123456123020

```
TFS~F8~55566644~93~168910588123456~ZZ~00123456123019\
TFS~F8~55566645~93~168910588123457~ZZ~00123456123020\
```

2. Accept and process debit as transmitted - Taxpayer Calls Credit Card Processor

Reference Number	Amount	Acknowledgment Number	Authorization Number
55566644	200.00	168910599123456	12345678
55566645	400.00	168910599123457	12345679

```
TFS~F8~55566644~93~168910599123456~ZZ~12345678\
TFS~F8~55566645~93~168910599123457~ZZ~12345679\
```

Note: Qualifier 1Q (Error) is not expected to be used for credit card bulk filer payments.

Attachment 4B (Cont.)

151 - ELECTRONIC FILING OF TAX RETURN DATA ACKNOWLEDGMENT VERSION 003050

SE SEGMENT TRANSACTION SET TRAILER

TABLE 4B-8

Element	REF. Number	Name	Req. Desig.	Elem. Type	Elem. Length	Comments
SE01	96	Number of Segments Included	M	NO	1/10	
SE02	329	Transaction Set Control Number	M	AN	4/9	

Example:

ST~23~765468\

5. IRS Requirements

A. Registration

Each Credit Card Bulk Filer must complete the IRS Credit Card Bulk Filer Registration form below and send (email, mail or fax) to the IRS. The mailing address is:

Internal Revenue Service
5000 Ellin Road
Lanham, MD 20706
Attn: Lee Lawrence C4-237

Email address: lee.lawrence@irs.gov
Fax Number: (202) 283-4786

B. The Credit Card Bulk Filer must sign an agreement stating they will adhere to the following requirements (Note: The requirements apply to the credit card bulk filer and any sub-contractors):

1) Convenience Fees: Taxpayers must be notified of the dollar amounts of all fees to be charged to their credit card in relation to the federal tax payment including convenience fees and surcharges imposed by software developers. An acknowledgment or acceptance by the taxpayer of the fees shall be obtained prior to initiating credit authorizations. The Government shall be notified of the method of obtaining taxpayers' acknowledgement before the program commences. The software or instructions should note that the convenience fee is not charged or received by the IRS.

2) General Information: Taxpayers will be provided, upon request, IRS general information in an easily accessible, readable and print ready form through the return transaction software used by participating tax practitioners/taxpayers.

3) Confirmation Number: All taxpayers shall be provided an electronic confirmation

of payment transactions through the return transmission software used by participating electronic return originators, tax practitioners or taxpayers. Taxpayers shall also be notified electronically through the return transmission software if the credit card authorization is denied.

4) Reporting Requirements:

A) Schedule of Performance - This includes a project schedule of the development, testing and implementation critical milestones and beginning and ending dates for each milestone.

B) Monthly Development Status Reports - The credit card bulk filers shall provide monthly status reports on the 10th day of each month through the implementation date of the pilot. The last Monthly Status Report is due in the month following implementation. The report shall cover the overall progress of the pilot's development. Copies of the report shall be provided to the IRS Point of contact. The report shall contain the following information:

1. date of report,
2. project manager name,
3. project manager telephone number, fax number and e-mail address,
4. a brief description of the work accomplished, emphasizing the progress made since the last reporting period,
5. a description of any unresolved and/or anticipated problems, if any (include schedule impacts),
6. an estimate of the percent of work accomplished to date; and a statement on the status of the pilot as it relates to the work breakdown schedule, either confirming that the task is on schedule or explaining the nature and extent of the pending delay.

C) Daily and Monthly Production Reports - The Credit Card Bulk Filer must report to the IRS on a daily basis during the timeframe of accepting payments the daily volume and dollars submitted to the financial agent by 9:00am. The daily reports can be either emailed or faxed. Monthly cumulative reports will be submitted by the 10th day of the following month. (See attached daily and cumulative report format and the required data elements).

D) Workflow – Schematic/Specifications – A detailed description of the functional work processes and data flow from payment initiation through confirmation, authorization/denial and taxpayer notification shall be provided to the Government before the pilot commences.

E) Certification of Test Results – Once the credit card bulk filer/processor has successfully completed a full circle integrated test (internally and with external trading partners), the bulk filer shall certify in writing their readiness for use status to the IRS before commencing production.

F) Incident Report - Any incident that results in any material outages, work stoppages, or other payment processing problems shall be reported to the IRS Point of Contact. The incident should also be documented and faxed or emailed to the IRS Point of Contact. (See attached format for the Incident Report)

G) Findings Report - The Credit Card Bulk Filer (along with subcontractors) shall provide an initial and supplemental findings report. Four copies of the report shall be provided to the IRS Point of Contact. The report shall describe:

1. the program/application features,
2. the conduct and findings of the program/application as they relate to the Contractor’s and any subcontractor’s performance (including a summary of all payment transactions, any problems, changes made during the pilot and lessons learned)
3. recommendations for improvement including changes to the Contractor’s and/or IRS processes, and
4. practitioner and/or client feedback including customer satisfaction survey results.

The initial report (due June 15, 2001) will include activity occurring between January 2001 and April 2001. The supplemental report (due November 30, 2001) will include a summary of the initial report's findings and activity from May through October 2001.

H) Web Site Statistics - Monthly Report of the number of unique visits to its Web site by way of a hyperlink from the IRS Digital Daily or hyperlink connections to the Digital Daily. The report will be due on the 10th of the following month after the hyperlink is activated.

I) Chargebacks – Provide weekly reports of all chargeback actions identifying the transaction, date, dollar amount, action request date, and reason for action. These actions shall be in conformance with chargeback procedures issued by the IRS and meet the definition of chargebacks provided. These reports shall be delivered to the designated IRS point of contact by close of business each Friday

4) The credit card bulk filer shall ensure that a merchant descriptor on the cardholder's credit card statement indicates the tax payment amount as a unique line item entitled "U S Treasury Tax Payment." The convenience fee must be separately stated on the statement. A unique identifier, such as the confirmation number, should be posted on the card holder's statement to facilitate error resolution.

5) The credit card bulk filer shall ensure that ACH Debit authorizations are initiated only upon acceptance of the e-filed tax return.

6) The credit card bulk filer shall ensure that credit card payment transactions are settled within 48 hours of acceptance of the e-file return. If unable to comply with the settlement timeframe, an exception must be requested. The exception must outline why the settlement timeframe can not be met. FMS charges interest on any funds held overnight from one business day to the next and shall be reported to

FMS. IRS/FMS must approve an exception process before funds are held overnight.

7) The credit card bulk filer shall ensure that settled credit card payments, where the authorization date is less than 11 days prior to the date the settlement file are forwarded to the Treasury Financial Agent (TFA).

8) The credit card bulk filer shall ensure that credit card authorization logs are retained for 72 months from the date of each transaction. The information in such logs shall include the transaction dates, times cardmember account number and expiration date, amount of transaction, and approval code. Retention of e-file information for 36 months following the end of each tax filing season.

9) The credit card bulk filer shall ensure an accuracy rate to the Government of 99% or higher for transmitted transaction data as provided by the taxpayer. This includes accuracy of electronic payment data resulting from intermediate actions taken by the Credit Card Bulk Filer necessary for coding, applying and transmitting payment data to the Government.

10) The credit card bulk filer must provide only guaranteed payments to the Government for the ACH debit file.

11) The credit card bulk filer shall ensure that all credit card discount fees and other transaction fees are paid.

12) The credit card bulk filer shall inform the IRS of plans to market the program and provide copies of all materials such as newsletters, software packaging, inserts, and ads for approval.

13) Disclosure – The confidentiality of any information relating to Federal credit card payments completed in a single transaction must be maintained. This includes absolutely no disclosure or use of information collected during this transaction for any purpose other than processing the transaction to the U.S. Treasury. Information collected during this transaction shall not be disclosed or used for any

purpose prohibited by Section 6311 of the Internal Revenue Code or Treasury Regulation section 301.6311-2T.

14) The credit card bulk filer and its subcontractors are subject to and shall comply with Section 6311 of the Internal Revenue Code or Treasury Regulation section 301.6311-2T regarding credit card payments.

15) Chargebacks - Process chargeback actions in accordance with the IRS's written procedures. This shall include reimbursing the Contractor for unauthorized charges that are substantiated by the cardholder and approved by the Contractor's duly authorized management representative. The Contractor must have completed and delivered the appropriate IRS chargeback form and supporting documentation to the IRS as described in IRS chargeback procedures. Such chargeback requests shall be processed based on the Contractor's determination of the appropriateness of this action as signified by its authorized claimant's signature. IRS reserves the right to deny any chargeback request that does not conform to the requirements

C. The IRS will provide the following items:

1) An electronic copy of General Information for Taxpayers which is required to be included in the software.

2) A hyperlink from the IRS Web site to the credit card bulk filer's web site. The link will be established within the electronic services page of www.irs.gov.

3) Provide chargeback procedures for handling erroneous credit card payments.

D. The IRS in conjunction with FMS will determine which Treasury Financial Agent (TFA) that the credit card bulk filer will be assigned. Depending upon projected volumes and other factors, the credit card bulk filer could be required to interface with both of the TFAs.

E. Non-compliance with any of the requirements may result in the termination of the agreement and the termination of acceptance of credit card payments.

IRS Credit Card Bulk Filer Registration

Company Name Employer Identification Number

Name of Parent Company (if applicable)

Address

City State Zip

Type of Credit Cards to be Accepted (AMEX, DISC, MC, VISA)

Tax Types Accepted (1040, 4868s, etc.) Type /Brand Name of Software to be Used

Orientation of software (desktop, web based, taxpayers online, practitioners, etc)

Convenience Fees Charged to Taxpayers (all fees need to be presented)

Projected Volumes CC Application Implementation Date Ending date

Name of Subcontractors

Project Manger’s Name Telephone # e-mail address

IRS CREDIT CARD BULK FILER AGREEMENT

In accordance with the specifications and requirements of the Department of Treasury Implementation Guide for EFTPS Credit Card Bulk Filers dated March 1, 2000, as it may be amended from time to time, the undersigned ______________________ (cc bulk filer) hereby acknowledges to and agrees with IRS, as follows:

(1) All requirements listed in the EFTPS Credit Card Bulk Filers Implementation Guide will be complied with.

(2) Any non-compliance with the requirements may result in termination of this agreement and ability to participate in the credit card bulk filer application.

____
Name of the Bulk Filer

By: ___________________________
Name: ________________________
Title: ________________________

ACCEPTED AS OF ____(date)______,

Internal Revenue Service

By: ___________________________
Name: ________________________
Title: ________________________