



CORRECTING THE MOST COMMON ERRORS ON LAST YEAR'S e-FILED RETURNS

NYCeFile and Business Tax e-File (BTeFile)

ACH Debit Blocks

- Many taxpayers place debit blocks on their accounts and then forget to remove the block when paying their taxes electronically. Consequently, a bank will not allow the funds to be debited from the taxpayer's account, causing the return to be considered not paid. To avoid this situation, you should submit the correct ten-digit vendor code to your bank. The 10 digit vendor code for NYC is 2136400434. The name of the bank account is "New York City Department of Finance."

Routing and Account Number Errors

- Missing routing and/or account numbers will also cause the return to be processed incorrectly; always verify both numbers before submitting a return electronically.

BTeFile specific errors

Submission of Duplicate Returns

- The NYC Department of Finance received 855 duplicate returns last year. Return originators should be patient when submitting returns online – during peak periods, it may take as long as 15 minutes to get a response. Do not click to submit a return more than once.

Rejected Submissions - Attachment Errors

- File names are case sensitive. Be sure to verify the spelling and formatting of all files prior to submission.

NYCeFile specific errors

Logon errors

- Maintain a record of your user ID and password. You will likely need to use it more than once.

Failure to correct these mistakes may cause penalties to the taxpayer or preparer.