

ACH Debit Customer Instructions

In order to ensure your debit payment requests are transacted correctly, please follow the file structure outlined below:

1. File format

- File must be submitted in a .csv format. No other file extensions will be accepted.
- A .csv file may only hold one spreadsheet containing data.

2. File Name

- Please use the following format to submit your .csv files. No other naming convention will be accepted.
 - i. NYEF.aaaa.YYYYMMDD.1, where:
 1. All submitted files must start with NYEF.
 2. aaaa = first four letters of business or last name
 3. YYYY = Year when the data is submitted
 4. MM = Month when the data is submitted
 5. DD = Day when the data is submitted
 6. .1 = the first spreadsheet in the submission
 - a. **Note:** *If two are submitted then label each .1 and .2 accordingly.*
 - ii. Example: DOF Test Business will submit two files on 12/23/14 in the following manner: **NYEF.doft.20141223.1 and NYEF.doft.20141223.2**

3. You may pay for any tax types with a period begin date of each tax quarter for example, 4/1/2015. You must enter tax types with three digits that include leading zeros. For example, if the tax type is BID or 19, you must enter 019 and ensure the format of the cell is TEXT.

- **Note:** *To ensure the .csv file retains the proceeding zero for a tax type, please type the apostrophe symbol (') before the two digits, i.e., '019, and keep the field formatted as TEXT. Do NOT reopen the file once it has been saved and closed or the leading zeros will not appear and the file will not be transmitted.*

4. Bank routing number (ACH ABA) must contain all digits, including proceeding zeros.
 - **Note:** *To ensure the .csv file retains the proceeding zero for a bank routing number, please type the apostrophe symbol (') before your banks routing number, i.e., '021000021, and keep the field formatted as TEXT. Do NOT reopen the file once it has been saved and closed or the leading zeros will not appear and the file will not be transmitted.*
5. Do not use \$ or , for the Payment Amount. Only decimals as in 1000.56

Note: *After your spreadsheet is submitted for processing you will receive an acknowledgement e-mail from Wells Fargo that will be your receipt.*

Tax Types

011	NG-Check
012	Boiler
013	Elevator
015	Signs
017	PUBA
019	BID
025	Construction Re-inspections
050	Haz Signs
052	Sewer Connection
053	Sidewalk Deb
054	Sidewalk Installment
058	Fire
060	Watervol
070	Ann Frntg
080	Add Frntg
220	Clean DOH
222	Exterm DOH
224	Inspect DOH
226	Sanitation
228	Stoppag DOH
230	EMG Repair
231	HPD ERP

232	7A LIEN
233	HPD/COM
234	MGT fee
235	HPD/AEPC
236	HPD/AEPF
237	Housing ERP Demolition
238	Housing Emergency Repair 2
239	Housing ERP Demolition 2
240	Heat & Hot water violation
241	Housing Property REG fee
242	Housing EPR Demolition 3
265	Meter Misc
267	Meter
270	Real Estate
271	Finance Star Exemption
272	EPR
273	Co-op/Condo-tax assmt.20000
274	REUC
276	Shelt Rent
278	Spec Franc
280	Add Real Est
281	Tax Commission Fee
282	Rent Stab Fee
284	RPIE
286	Refund Recoupment
288	HSG Recovery
310	Sidewalk Repr dot
315	Vac Lot FN
610	IR Penalty
620	IR Search Fee