



**City of Sidney**

City of Sidney Income Tax  
201 West Poplar Street  
Sidney, OH 45365  
937-498-8111 phone  
937-498-8149 fax  
tax@sidneyoh.com email

Thank you for enrolling in the ACH Credit Program with the city of Sidney Revenue Collections Department – Income Tax Division. Using this program, you may electronically pay and, with proper addendum file information, electronically file (1) your semi-monthly, monthly, or quarterly withholding income tax coupon, and/or (2) your quarterly estimated tax coupon.

To pay by ACH, please us the following bank account information for the City of Sidney:

Name of Financial Institution: PNC  
Routing Transit Number: 041000124  
Bank Account Number: 4210336432

As mentioned above, including Tax Payment Addenda Record (TXP) information with your ACH payment will satisfy your coupon filing requirements. No additional information will be needed to process your payment. Listed below is the file format for the TXP Addenda Record that you will need to submit.

<b><u>Field Number</u></b>	<b><u>Description (&amp; explanation)</u></b>	<b><u>Format</u></b>	<b><u>Type of Field</u></b>	<b><u>Length</u></b>
1	Your Federal Tax ID number	#####	Mandatory	9
2	Code to indicate type of tax payment Being made (use 41 for withholding Payment; 40 for Quarterly estimated Payment)	##	Mandatory	2
3	Due Date of Payment *(YMMDD)	#####	Mandatory	6
4	Amount of Tax (\$\$\$\$\$cc)	#####	Mandatory	10

Field 3 should be the due date for which you wish your payment to settle. The settlement date with the bank will be the same day that we post your transaction to your account. For your reference, here is the listing of due dates for semi-monthly, monthly, and quarterly payments:

**Withholding Due Dates**

**Semi-Monthly**

Jan. 15 – Jan. 18  
Jan. 31 – Feb. 3  
Feb. 15 – Feb. 18  
Feb. 29 – March 3  
March 15 – March 18  
March 31 – April 3  
April 15 – April 18  
April 30 – May 3  
May 15 – May 18  
May 31 – June 3  
June 15 – June 18  
June 30 – July 3  
July 15 – July 18  
July 31 – Aug. 3  
Aug. 15 – Aug. 18  
Aug. 31 – Sept. 3  
Sept. 15 – Sept. 18  
Sept. 30 – Oct. 3  
Oct. 15 – Oct. 18  
Oct. 31 – Nov. 3  
Nov. 15 – Nov. 18  
Nov. 30 – Dec. 3  
Dec. 15 – Dec. 18  
Dec. 31 – Jan. 3

**Withholding Due Dates**

**Monthly**

January – February 15  
February – March 15  
March – April 15  
April – May 15  
May – June 15  
June – July 15  
July – August 15  
August – September 15  
September – October 15  
October – November 15  
November – December 15  
December – January 15

**Withholding Due Dates**

**Quarterly**

1<sup>st</sup> Qtr – April 30  
2<sup>nd</sup> Qtr – July 31  
3<sup>rd</sup> Qtr – Oct. 31  
4<sup>th</sup> Qtr – Jan. 31

Please note that if the due date falls on a Saturday or Sunday or Holiday the payment will be due on the next business day.

If you are making quarterly estimated payment and question your particular due date, please contact Sidney Income Tax at 937-498-8111 or email [tax@sidneyoh.com](mailto:tax@sidneyoh.com)

Once you set up your addenda file, your record should look like this (example using a \$10.00 transaction):

TXP\*999999999\*99\*999999\*0000001000

If you have any questions or need additional information, our office hours are from 8:00am to 5:00pm, Monday through Friday.