



WESTMINSTER

# ACH Credit Payment Authorization

City of Westminster  
Department of Finance  
Sales Tax Division

Please Type or Print Clearly

1) Legal Name of Taxpayer:					
2) Trade Name of Taxpayer (if any):					
3) Mailing Address:					
4) City:		5) State:	6) Zip:	7) Contact Person:	
E-mail Address:				8) Phone Number:	

The ACH Credit payment method is available for taxpayers with commercial banking accounts who wish to transmit tax payments to the City's bank account electronically. These transactions are initiated by the taxpayer. **Taxpayers who wish to pay by a City-initiated, ACH Debit transaction must file and pay online using the F.A.S.T. Filing system.** This system is accessed through the City's website: <http://www.cityofwestminster.us>.

Before requesting authorization to pay taxes due by ACH Credit, taxpayers must verify with their financial institution that they are able to initiate ACH transactions in the NACHA CCD+ format with the Tax Payment (TXP) convention. The financial institution may charge a fee for this service.

**Taxpayers paying by ACH Credit are still required to file a return on or before the due date.**

Tax Types to be Paid by ACH Credit	(a) City Account Number	(b) Tax/Return Types	
		<input type="checkbox"/> City Sales & Use Taxes	<input type="checkbox"/> City Accommodations Tax
		<input type="checkbox"/> City Admissions Tax	<input type="checkbox"/> Conference Center Fees
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	<input type="checkbox"/> City Admissions Tax	<input type="checkbox"/> Conference Center Fees	

The Finance Director is hereby requested to grant authority for the above-named taxpayer to initiate ACH credit transactions to the City of Westminster's bank account. Taxpayer understands that all transactions must be in the NACHA CCD+ format using the Tax Payment (TXP) Convention and may only be initiated for approved tax and fee types.

Taxpayer Signature			
	Signature	Date	
	Printed Name	Title	Phone No.

# Instructions for ACH Credit Payment Authorization

## General Instructions

### Purpose of Form

This form is used for taxpayers to request permission to initiate credits to the City's bank account via the Automated Clearing House (ACH) network for the payment of certain Westminster taxes and fees. This method – referred to by the City as the "ACH Credit" method – is available to taxpayers with commercial bank accounts that allow them to transmit the required addenda record with their payment.

Taxpayers who wish to provide their banking information to the City, and have the City withdraw sales and use taxes due from their account, must file their return using the F.A.S.T. Filing system. This system is accessed through the City's website (<http://www.cityofwestminster.us>). Use of this method – referred to by the city as the "ACH Debit" method – does not require prior authorization.

### Reminders

**Contact your financial institution.** The specific requirements for the format and contents of the ACH payment entry record (and accompanying addenda record) are detailed in *Tax Compliance Guide* topic 374. Taxpayers are encouraged to review this information with their financial institution to ensure that payments will be properly formatted, and will contain all information required by the City.

**Return required.** Taxpayers paying by ACH Credit are required to file tax returns on or before the due date prescribed by law. Penalties will apply to returns filed after the due date, even if the taxes timely settle to the City's account.

**Timely payment.** In order to be considered timely paid, the total tax liability must settle to the City's bank account not later than one business day following the due date prescribed by law. Penalties and interest will apply to payments settling more than one business day following the due date.

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## Specific Instructions

**Lines 1 thru 6 – Taxpayer Information.** Print the legal name, the trade or other name the taxpayer is known as, and the mailing address of the taxpayer.

**Lines 7 & 8 – Contact Person.** List the name and telephone number of a specific individual that can be contacted with questions regarding ACH Credit tax payments

**Column (a) – City Account Number(s).** List the 7-digit Westminster tax account numbers for which payment will be remitted by ACH Credit. Do not list FEIN or state tax account numbers. Do not list bank account numbers.

Taxpayers located outside the City and taxpayers with only a single location may only have one Westminster tax account number. Taxpayers with multiple locations should list each location's specific tax account number in this column (a). Attach additional sheets in the same format if necessary.

**Column (b) – Tax/Return Types.** Check the box or boxes representing the tax or fee types that will be paid by ACH Credit for the account number listed in column (a). If a specific Westminster tax or fee is not listed in column (b), it cannot be paid by ACH Credit at this time.



A separate entry/addenda record set is required per return type per account. For example, a taxpayer with two locations reporting both sales/use taxes and admissions taxes will submit 4 entry/addenda sets per period (a sales/use set for each location, and an admissions set for each location). Because sales and use taxes are reported on a single return, they require only a single entry/addenda record set per account per period equal to the total due as computed on line 11 of the return.

**Signature –** After reviewing the form for accuracy, sign and date the form. Print your name and title below your signature.

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## Notification by the City

The City notifies taxpayers in writing of the disposition of their request. If approved, the City will furnish its banking information, which will be necessary for transmitting the payment. Taxpayers are encouraged to submit a pre-note transaction at least 10 days prior to the first due date of live dollar transactions. The City will contact the individual listed on the authorization form to report any errors detected.



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Visit our website:  
**<http://www.cityofwestminster.us>**

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