

Fedwire & ACH Credit Customer Instructions

In order to ensure your wire 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/wire payment containing data.

2. File Name

- Please use the following format to submit your .csv files.
 - i. aaaa.YYYYMMDD.1, where:
 1. aaaa = first four letters of business or last name
 2. YYYY = Year when the data is submitted
 3. MM = Month when the data is submitted
 4. DD = Day when the data is submitted
 5. .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: **doft.20141223.1 and 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 preceding 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. Payment Amount should include \$, decimals and , as in \$1,001.01

5. On the line after the last row of data (row EOF) you **must** include the sum of total amount wired in the Total Paid column (see example).

eFile RET User ID	Boro	Block	Lot	Easement	Tax Type	Period Begin Date	Total Paid
TEST	1	1419	1200		270	1/1/2015	\$1.00
TEST	1	1419	1201		270	1/1/2015	\$1.00
EOF							\$2.00

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