

## Instructions For Transmitting Employer Payments Via ACH Credit to Capital Tax Collection Bureau (CTCB)

### CTCB's Financial Institution Information:

Name:	Citizens Bank
ACH Routing Transit Number:	036076150
Depositor's Account Title:	Capital Tax Collection Bureau
Depositor's Account Number:	610008-168-0
Type of Account:	Checking

CTCB will accept payments of employer withholdings of Earned Income Tax (EIT), Local Services Tax (LST), and/or wage garnishments transmitted via ACH Credit providing the following instructions are followed:

1. 1. Payments for different CTCB account numbers, or for different taxes, must be sent by separate ACH records.
2. 2. A properly completed transmittal form must be received by the appropriate CTCB office (Carlisle, Central Dauphin or Harrisburg Division) on or prior to the effective date of the ACH transfer. The form may be faxed or delivered (e.g., U. S. Mail, Fed Ex, messenger). The forms must identify that the payment is being made by ACH transfer and the date the transfer is to be effective.
3. 3. Information included with the electronic ACH transfer must identify:
  - A. A. Sender's (employer's) full name
  - B. B. Sender's Account No. with **CTCB** relating to such payment
  - C. C. Type of payment (e.g., 501, LST-4, or Wage Garnishment [WG])
  - D. D. Period the payment is for (e.g., January 2009 or 1st Qtr 2009)

Direct questions concerning ACH transmittal to Joshua Vecchio or Barbara Bonn at our CTCB's Harrisburg Division at (717) 234-3217.