

**CLAIRE BARTELS**  
DIRECTOR OF FINANCE  
CITY TREASURER

# CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI  
MAYOR

**OFFICE OF FINANCE**  
**PAYMENTS PROCESSING**  
200 N. SPRING ST., ROOM 101  
LOS ANGELES, CA 90012

**IMPORTANT NOTICE FOR REMITTERS OF CITY TAX PAYMENTS \$50,000 AND OVER:**  
**TAX PAYMENTS MUST BE MADE BY ELECTRONIC FUNDS TRANSFER**  
**VIA AUTOMATED CLEARING HOUSE (ACH)**

On September 25, 2004, Ordinance No. 176160 became effective requiring all tax payments of \$50,000 or greater to be made by electronic funds transfers. A review of our records indicates your previous tax payment(s) fall into this category and this ordinance may apply to you. For all future tax payments equal to or greater than \$50,000, you are required by City ordinance to use the ACH method of remittance and must pre-register by returning this letter to our office with the bottom portion filled out. Upon receipt, we will contact you to complete the registration process and discuss the ACH remittance information required on the attachment.

After registration, we will need two components from you when the time comes to pay your taxes – the ACH funds transfer with detailed remittance information plus your completed original tax renewal reporting form providing the basis for your tax liability. The forms may be returned via U.S. mail or faxed to our ACH coordinator at (213) 922-9648 or emailed to [Finance.ACH@lacity.org](mailto:Finance.ACH@lacity.org). If you have already arranged for ACH electronic payments with our office, you need to contact your bank to modify your existing reporting format regarding the “Structured” payment information line as shown in the attachment. Thank you in advance for your cooperation.

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**ACH REGISTRATION INFORMATION REQUIRED:** Please fill out the fields below and return this page by mail or fax prior to your first ACH payment (*you only need to submit this page once*). If you have any questions, please contact our ACH Coordinator at (213) 922-9690 or by email [Finance.ACH@lacity.org](mailto:Finance.ACH@lacity.org). Thank you.

Legal Name of Business: \_\_\_\_\_

Tax Registration Certificate Account No.: \_\_\_\_\_

FEIN No.: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Mail: Office of Finance**  
**Automated Clearing House (ACH) Coordinator**  
**P.O Box 53232**  
**Los Angeles, CA 90053-0232**

**ACH Payment Procedure Attachment – Specific Remittance Information**

The ACH payment format must contain the following remittance information to ensure accurate payment application:

Account Name: **City of Los Angeles, Office of Finance**  
 Account Number: **Business Taxes – 18604278**  
                           **Utility Users Tax – 43267950**  
                           **Transient Occupancy Tax – 72878850**  
                           **Parking Occupancy Tax – 65047158**  
                           **OPG; VRF; FF; VFF – 27359937**  
 Bank Name: **Wells Fargo**  
 Bank ABA Number: **021052053**  
 Payment Information: **Structured\***

The payment/remittance information must be in the following format.

| Payment Information Required  | Example of a Typical Entry |
|-------------------------------|----------------------------|
| Taxpayer Account Number       | 0000123456-0001-4          |
| Classification of Tax         | U004                       |
| Tax Period                    | 200505M                    |
| Gross Receipt / Basis for Tax | 23,123,124.00              |

When using this payment format for your taxes, you will need to contact your bank and provide the above specific information for each ACH transmission sent to the Office of Finance. If you are not familiar with this form of payment, your bank representative can help answer questions for you. If your bank cannot process an ACH payment for your taxes, please remit payment by check with your renewal reporting form along with an explanation as to why you are not complying with Ordinance #176160. If you have any questions, please contact our ACH coordinator at (213) 922-9690 or by email Finance.ACH@lacity.org. Please note: In order to accurately credit your account with a timely payment, please ensure that the ACH Settlement Date is on or after the tax due date but before the delinquent date.

**ACH Payment and Remittance formatting guidelines:**

NACHA File Format

If you are currently submitting NACHA files through your bank, we suggest using either:

1. CCD (Corporate Payment) format which allows one addenda record which should be formatted as advised.
2. CTX (Corporate Trade Exchange) format which allows a maximum of 9,999 addenda records – the first addenda should be formatted as advised with any remaining addenda records as you require.

Non NACHA Formatting Advice

1. Swift – if you are using traditional Swift based payment systems then enter the payment information in field 70.
2. Other – complete the information when indicated (such as remittance information, beneficiary information or payment information).

**\*Structure of Payment Information – The addenda information can be present in two formats:**

1. Fixed length information – The information must be present as one string of information as follows:

| Information Required         | Length | Format   | Example           |
|------------------------------|--------|--|-------------------|
| Taxpayer account number      | 17     | nnnnnnnnnnn-nnnn-1                                 | 0000123456-0001-4 |
| Classification of Tax        | 4      | annn   | U004              |
| Tax Period                   | 7      | YYYYMMC  | 200505M           |
| Gross Receipt / Basis of Tax | 52     | Amount entered is right-justified and zero filled. | 23,123,124.00     |

Example:

0000123456-0001-4U004200505M0023123124.00

2. Field Separator – Each piece of data is separated by an Asterisk [ \* ] character.

Example: 0000123456-0001-4\*U004\*200505M\*23123124.00\*