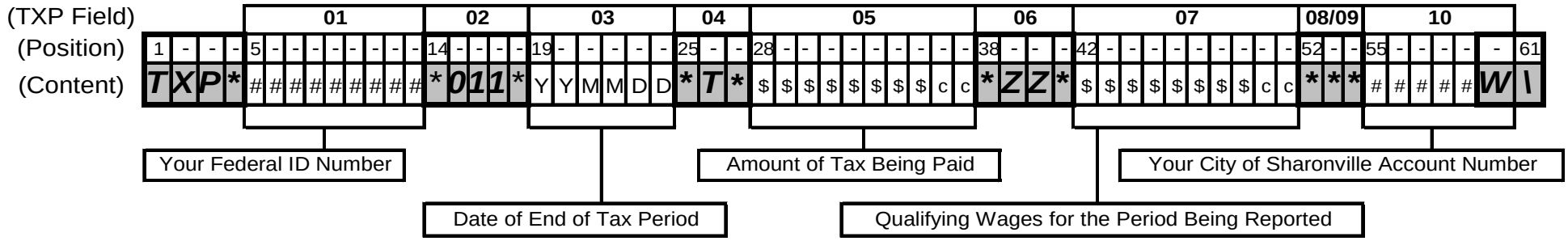
ACH ADDENDUM SPECIFICATIONS

Each ACH record has a user-defined field at the end called the Tax Payment (TXP) Addenda Record. For the City of Sharonville withholding transmissions, the addendum must have the following format (see the sample below).

TXP FIELD	POSITION	CONTENT. ENTER THIS INFORMATION:
	1-4	***TXP**** *(Unchangeable Characters)*
01	5-13	Your **federal ID number**. Do not use punctuation or separators.
02	14-18	***011**** *(Unchangeable Characters)*
03	19-24	The **date the tax-reporting period ends**, as *yymmdd*. For example, for a monthly payer, the end of the tax period for the third month would be March 31, 2007. The entry for this field would then be 070331.
04	25-27	***T**** *(Unchangeable Characters)*
05	28-37	The **amount of tax being paid**, as a 10-digit number, right justified, left zero filled, with both dollars and cents, and no decimal point. For example, if 0000000829 is transmitted, then the withholding tax paid is $8.29. If there is no withholding for the period, then the field would contain ten zeros.
06	38-41	***ZZ**** *(Unchangeable Characters)*
07	42-51	The **amount of qualifying wages for the tax-reporting period** as a 10-digit number, right justified, left zero filled, with both dollars and cents and no decimal point. If there are no qualifying wages for the period, then the field would contain ten zeros.
08-09	52-54	*** *(Unchangeable Characters)*
10	55-60	Your **City of Sharonville account number**. It is 5 digits and the letter ***W*** *(Unchangeable Character)*. Do not use a dash.
	61	**\ *(back slash)*** *(Unchangeable Character)*

Sample ACH Addendum for City of Sharonville Withholding