

Guidelines for Filing HOTEL/MOTEL EXCISE TAX
Electronically

Tax Payment Format: CCD+

Tax Payment (TXP) Addenda Record (Field 3, Record Type Code 7)

Field	Segment Identifier	TXP	Contents
TXP01	Taxpayer ID	Numeric	Federal Tax ID (no dashes)
TXP02	Tax Payment Type Code	Numeric	011
TXP03	Tax Period Ending Date	YYMMDD	Tax Period Ending Date
TXP04	Amount Type	T	T
TXP05	Tax Amount	\$\$\$\$\$\$\$ cc	Amount Remitting
TXP06	Amount Type	ZZ	ZZ
TXP07	Tax Amount	\$\$\$\$\$\$\$ cc	Gross Lodging Receipts
TXP08	Amount Type	ZZ	ZZ
TXP09	Tax Amount	\$\$\$\$\$\$\$ cc	Allowable Deduction
TXP10	Taxpayer Verification	XXXXXH	Brook Park Account Number- Five Digits ending with an H

SAMPLE: TXP*123456789*011*990831*T*0000123412*ZZ*0012345612*ZZ*0000123456*12345H\