



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
220 French Landing Drive
Nashville, TN 37243
(615) 741-6642

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GOVERNOR

Deniece Thomas
COMMISSIONER

Monday, May 6, 2024

As previously communicated, the Tennessee Department of Labor and Workforce Development was in the process of changing banking institutions for incoming payments.

The Department's new account with US Bank is now available for ACH credit payments. You can find the new bank routing number and account number below.

The current Bank of America account will close on June 30, 2024. **This account will not be available for second-quarter payments after that date.**

Please make the necessary changes to your systems and send your ACH credit payments to the new US Bank account as soon as possible.

The new information is as follows:

Bank Routing # (ABA) – 021052053

UPIC Account # - 15745158

For additional information please call 615-741-0930.

Note: See below about information needed to process electronic funds transfers under the ACH credit method.

Employers must use the following addenda record format (record type 7) in processing your electronic funds transfer under the ACH credit method. Please note, failure to use this format may result in your payment being processed later than the due date. Payments should be submitted to your financial institution no later than 2 days prior to the due date. If late, appropriate interest will be charged.

State of Tennessee Addenda Record Format for Unemployment Insurance Premiums

FIELD DESCRIPTION	FIELD LENGTH	ENTRY
Identifies this payment as the standard UI tax payment format	3	TXP
Field Separator	1	*
Taxpayer Identification	8	Tennessee UI Account Number (8 digit)
Field Separator	1	*
Tax Type Code	5	99999
Field Separator	1	*
Tax Period Ending Date	6	YYMMDD (Last Calendar Day of Quarter)
Field Separator	1	*
Amount Type	1	T
Field Separator	1	*
Amount	1 To 10	\$\$\$\$\$\$CC (Payment for this Employer)
Field Separator	1	*
Federal Identification	9	Federal EIN (9 digits)
Field Separator	1	*

Employer Name	25	Employer Name (up to 25 characters)
Field Separator	1	*
Field Separator	1	*
Terminator	1	\ (Signifies end of record)

EXAMPLES

Example One

Account number 1234-567 8 Last calendar day of the quarter June 30, 1999 Amount paid for this account number \$300.25 Federal Identification Number Employer Name: Tennessee's Best Company Addenda Record: TXP*12345678*99999*990630*T*30025*123456789*Tennessee's Best Company**\

Example Two

Account number 1234-567 8 Last calendar day of the quarter June 30, 1999 Amount paid for this account number \$30,350,200.25 Federal Identification Number Employer Name: Tennessee's Best Company Addenda Record: TXP*12345678*99999*990630*T*3035020025*123456789*Tennessee's Best Company**\