

TaxTools and ItemAge Batch Numbers

Payments:

Batch #	Use
001-099	Cashiering payments
100-199	Remittance payments
300-369	eLockbox Payments – processed by Union Bank
370-399	eLockbox Payments – processed through ItemAge
400-419	Web and Kiosk – ACH payments received before 16:30
420-439	Web and Kiosk – ACH payments received after 16:30
440-459	IVR – ACH payments received before 16:30
460-479	IVR – ACH payments received after 16:30
480-499	Reserved for future (e.g. CSAC Easy Smart Pay)
500-509	IVR – Credit Card payments received after cutoff
510-519	IVR – Credit Card payments received before cutoff
520-539	Web and Kiosk – Credit Card payments received before cutoff
540-549	Web and Kiosk – Credit Card payments received after cutoff
720-740	Non-Cortac EFT payments
780-799	Back Office Advances (large checks deposited but processed later because the amount is not correct)
800-899	LockBox payments
900	CORTAC Payments Note: initially teller 70 and 61 will be used for CSAC payments.

Reversals:

Batch #	Use
600-610	Reverse Returned Check
611-620	Reverse Other
621- 639	Reverse Double Payment
640-644	ACH Returns (received from Union Bank) Note: Return Exception corrections done in NTT for secured and supplemental will use batch 642. Return Exception corrections for SDS and Unsecured batch 690 is used.

Reapply Corrections:

Batch #	Use
710-718	Reapply – all sources except CORTAC
744-766	CORTAC Reapplies

When reversing secured and supplemental payments in ItemAge and the payment is in Accepted, Reapply-Accepted, or Edit Payment-Accepted status use paycode 02 for reversals.

When reversing secured and supplemental payments in ItemAge and the payment is in Rejected, Double Payment, Reapply-Rejected, or Edit Payment-Rejected status use paycode 03 for reversals.

When reversing payments in TaxTools, batch numbers and pay codes will be determined by the system.