

# Rockland Trust Tax Payments Worksheet

## State Payment Worksheet

1. State Code

**This Field is for Telephone Users only**

See enclosed Tax Type Code list

Examples of some state codes: **21** for Massachusetts  
**31** for Rhode Island

2. Agency Code

**This Field is for Telephone Users only**

See enclosed Tax Type Code list

Examples of some agency codes: **01** for Massachusetts withholdings  
**02** for Rhode Island multi tax

3. Access Code  
(8 digits)

4. Password

5. Tax Type Code

3-6 digits

Example: Withholding Tax Type 01663 is entered as 01663

*Continued*

6. Period Ending  
Date

Phone :       YYMMDD

Web:         MMDDYYYY

**The Time Period to which your Tax Payment is related.**

**Telephone Users:** Date format is entered as Year, Year, Month, Month, Day, Day,

Example: May 31, 2006 is entered as **060531**

**Web Users:** Date format is entered as Month, Month, Day, Day, Year, Year, Year, Year

Example: May 31, 2006 is entered as **05312006**

*Continued*

**7. Payment Amount**

\$ , , .

**Telephone Users:** A \$10.00 payment must be entered as 1000

**Web Users:** A \$10.00 payment is entered as \$10.00

**8. Verification Code**  
(optional)

**This is an Optional Field for Telephone Users only:** Press # to bypass.

This code validates the payment amount and protects from errors. See page 5 in the User Guide on how to calculate the Verification Code.

**9. Payment Due Date**

Phone:  MMDDYY

Web:  MMDDYYYY

**The payment due date is the day the funds will be credited to the state authority.**

Please remember, the tax or payment due date must be a banking day and cannot be a holiday or weekend. If you are unsure of your payment due date, contact your state authority.

**Telephone Users:** Date format is entered as Month, Month, Day, Day, Year, Year,

Example: May 31, 2006 is entered as **053106**

**Web Users:** Date format is entered as Month, Month, Day, Day, Year, Year, Year, Year

Example: May 31, 2006 is entered as **05312006**

**10. Reference Number**

Provided by the system, indicating a successful payment