# Oklahoma State Tax Payments Requirements

Higher Education institutions paying the Oklahoma Tax Commission for state withholding taxes beginning in calendar year 2016 should include the Tax Commission’s “WTH” account number and the filing or pay period on the voucher. It is our recommendation that the account number and the filing or pay periods be submitted as the Invoice ID. If this is not feasible because of system limitation, then the information should be included in the Payment Message field and can be submitted on the Payee Record Layout in positions 301-378. Both the Invoice ID and Payment Message information report on the Misc Inter/Intra Agency report.

Payments for other taxes paid to the Oklahoma Tax Commission should also include the account and filing or pay periods information. This would be prefixes such as STS, SLP, etc. It is not necessary to include the institution’s FEI number on the voucher.