

MISSOURI 2-D BARCODE ISSUES and GENERAL INFORMATION

- 👉 Please default the barcode on.
- 👉 Include instructions in your software to “educate” taxpayers about 2-D barcodes and the process of taking their typed data and converting to a barcode so the state can scan the return to speed up processing and reduce errors. **Taxpayers should not write on the form after it has been printed.**
- 👉 **Leave the spouse column blank on single filing status returns.**
- 👉 **No punctuation is allowed in any field, except the hyphen to separate a female’s maiden name from her married name.**
- 👉 There are some fields that we require: Name, SSN, Address, City, State, Zip.
- 👉 Position the barcode down from the top of the page to ensure it prints properly.
- 👉 Form MO-CRP dates need to be consecutive in the fields.
Example: July cannot come before May.
- 👉 **Attach all forms that are represented in the 2-D barcode.**
- 👉 Form MO-1040, page 2, Line 27Y and 27S (fields 79 and 80 in the barcode): Default these fields to 100% unless there is an amount coming from Form MO-NRI carried over to these fields.
- 👉 Date fields: If a date field requires 6 digits, ensure six digits come across in the barcode.
Example: If the field should read as 010412, ensure the zeroes carry forward. You may break the date fields into three fields. Then if the taxpayer only enters one digit, zpad the field to make it two digits and combine the three fields to create a six digit field.
- 👉 Non-negative Fields: Negative numbers are not allowed in non-negative fields. Please refer to the [specifications](#) for negative fields.
- 👉 Form MO-1040, page 2, Line 27Y and 27S (fields 79 and 80 in the barcode). If the percentage is less than .5, please be sure to have the exact percentage carry over to these fields. This can be up to three digits to the right of the decimal point.
- 👉 Titles (JR, SR, I, II, III) should be printed in the “Title” field. No period after the title.
- 👉 Check the appropriate box if a taxpayer is deceased.
- 👉 **Attach all documentation to the return.** See instructions for required documentation.
- 👉 Information attached on forms and the information on the return **must match.**

- ☞ If a change is made after the return has been printed, please **reprint page 1 containing the new data and barcode.**
- ☞ Each barcode field must have a carriage return, even if no information is contained in the field.
- ☞ Alpha characters should be printed in ALL CAPS.
- ☞ **Do not use commas in numeric fields.**
- ☞ If filing status is married filing separate, do not enter a social security number for spouse.
- ☞ No spaces are allowed in the last name. Example: MCDONALD
- ☞ Both months should be completed in the “Beginning Month” and “Ending Month” area. If one is filled out, the other needs to be completed as well.
- ☞ No extra spaces should be in data fields.
- ☞ Printed labels should be placed not to cover any information that may be necessary for processing the return.
- ☞ No period is to be used after the middle initial.
- ☞ Do not fill fields with zeroes. If the field is blank, use a carriage return.
- ☞ If Field 10 (Amended return indicator) is marked, there must be some information in fields 97 through 107.

MAILING ADDRESSES: *(MO-1040, MO-1040A 2-D Barcode returns ONLY)*

REFUND: Missouri Department of Revenue
 P.O. Box 3222
 Jefferson City, MO 65105-3222

BALANCE DUE: Missouri Department of Revenue
 P.O. Box 3370
 Jefferson City, MO 65105-3370

MAILING ADDRESSES: *(MO-1040P , MO-PTC 2-D Barcode returns ONLY)*

REFUND: Missouri Department of Revenue
P.O. Box 3385
Jefferson City, MO 65105-3385

BALANCE DUE: Missouri Department of Revenue
P.O. Box 3395
Jefferson City, MO 65105-3395