

MISSOURI DEPARTMENT OF REVENUE

2012 REMITTANCE VOUCHER SPECIFICATIONS

Most Missouri Department of Revenue vouchers are processed using automated processing equipment. The equipment enables the Department to capture all data fields and thus process the vouchers more efficiently. Most vouchers have an OCR scanline and are ICR compatible with dropout ink. All scanlines **must** use an OCR-A font. Please refer to each voucher type for more specific specifications regarding scanline and variable data placement. The Department requests **12** test samples (**cut to size**) with the

appropriate scanline and all data fields filled (12 different vouchers each for the MO-1040V and MO-1120V; 4 quarters, 3 different scenarios for the MO-1120ES and MO-1040ES). Each voucher should be printed at the **bottom** of the page, one per page, to ensure a straight line for the equipment to read the scanline. Approval of each voucher type must be obtained from the Department prior to filing.

TAX YEAR 2011 CHANGES

Missouri Department of Revenue requires 12 copies (4 quarters with 3 different scenarios for the MO-1040ES and MO-1120ES or twelve different vouchers each of the MO-1040V and MO-1120V) to be submitted.

1. **Form MO-1040V** — Be sure that the Tax Year in scanline is “11”. The year is updated to 2011 and the due date is April 17, 2012.
2. **Form MO-1040ES** — Be sure that the Tax Year in scanline is “12”. The year is updated to 2012 and the due dates are First Quarter—April 17, 2012; 2nd Quarter —June 15, 2012; Third Quarter—September 17, 2012; and Fourth Quarter—January 15, 2013. Please remember to print the name, but **NOT** the address on the voucher.
3. **Form MO-1120ES** — Be sure that the Tax Year in scanline is “12”. The year is updated to 2012. Dollar amount in scanline is 11 characters.
4. **Form MO-1120V** — Be sure that the Tax Year in scanline is “11”. The year is updated to 2011 and the due date is April 17, 2012.

Other Information

1. **Name Control Number (NCN)** — Commas, hyphens, and apostrophes are included on the formula page. If the last name is less than four characters, use the first characters of the first name.
2. **Vendor Codes** — The Missouri Department of Revenue uses the last three digits of the Vendor ID Number assigned by the NACTP in scanlines and on the form near the revision date. Please see page 7.
3. **Withholding and Sales Tax Vouchers** — We do not require you to submit 12 copies of these vouchers with data and scanlines. You will be able to reproduce the “flat version” of the forms, as they become available on the Internet. One blank copy is all that is required to be submitted.


Be sure to include the OCR-A font with your software package. Please include instructions for users.

Scanline should be placed 1/2" from bottom of page and 1 1/4" from right side of page.

1. Source Code (3 digits)
Use the digits "055"
2. Vendor Code (3 digits)
Use the assigned digits—see page 6.
3. DOR USE (6 zeroes)
4. Primary SSN (9 digits)
5. Check Digit (1 digit)
6. Primary NCN (8 digits)
7. Check Digit (1 digit)
8. Secondary SSN (9 digits)
9. Check Digit (1 digit)
10. Tax Year (YY) (2 digits)
Should be "11".
11. Amount Paid (9 digits)—
always ends with two zeroes
12. Check Digit (1 digit)

Please see page 3 for check digit and NCN formulas.

Size: 8 1/2" x 4"



MISSOURI DEPARTMENT OF REVENUE
**INDIVIDUAL INCOME TAX
PAYMENT VOUCHER**

2011
FORM
MO-1040V

PLEASE PRINT. MAKE CHECK PAYABLE TO MISSOURI DEPARTMENT OF REVENUE. MAIL FORM MO-1040V AND PAYMENT TO THE MISSOURI DEPARTMENT OF REVENUE, P.O. BOX 371, JEFFERSON CITY, MO 65105-0371.

NAME		
SPOUSE'S NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE

FULL PAYMENT OF TAXES MUST BE SUBMITTED BY APRIL 17, 2012 TO AVOID INTEREST AND ADDITIONS TO TAX FOR FAILURE TO PAY. If you pay by check, you authorize the Department of Revenue to process the check electronically. Any returned check may be presented again electronically. vendor NNN

• PLEASE SEND CHECK OR MONEY ORDER (U.S. FUNDS ONLY) (09-2011)

1. Social security number	*	<input style="width: 100%;" type="text"/>
2. Name control	*	<input style="width: 100%;" type="text"/>
3. Spouse's social security number	*	<input style="width: 100%;" type="text"/>
4. Spouse's name control	*	<input style="width: 100%;" type="text"/>
5. Amount of payment (U.S. funds only)	\$	<input style="width: 100%;" type="text" value="00"/>

DOR USE ONLY

*	<input style="width: 100%;" type="text"/>
*	<input style="width: 100%;" type="text"/>

055 000 000000 1234567890 123456789 1234567890 11 123456700 0

1	2	3	4	5	6	7	8	9	10	11	12
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Please mail these vouchers to:

Department of Revenue
P.O. Box 371
Jefferson City, MO 65105

Form size is 8 1/2" x 4". There should only be one cut line and that is at the top of the form.

Bottom (baseline) of scanline should be placed 1/2" up from bottom of the page; top of scanline should be 1/8" down from last horizontal rule/line on the form; and 1 1/4" from right side of page. That means there needs to be 1/2" of white space at the bottom of the page, 1/8" of white space from bottom rule/line of form to top of scanline and 1 1/4" of white space at the right side of the page. Scanline should be printed on Line 63 and Position 13. (This is figured using 66 lines per page vertically and 85 characters printed horizontally. Our equipment reads from the bottom, right side of the paper.)

The scanline must be in OCR-A font.

Vouchers must be printed 1 per page, at the BOTTOM of the page. There must be 1/2" of white space between the bottom of the scanline to the bottom of the page.

THIS FORM IS USED ONLY FOR ELECTRONIC FILING. IT IS NOT INTENDED TO BE USED TO PAY AN AMOUNT DUE ON A PAPER RETURN.

DOR USE ONLY area should have boxes. Eleven boxes on the top row and 6 boxes on the bottom row.

The Tax Year in the scanline for the Form MO-1040V should be 11.

The Vendor Code can be found on page 7. Please use the number specified for your company.

Be sure to include the font in your package.

Scanline should be placed 1/2" from bottom of page and 1 1/4" from right side of page.

1. Source Code (3 digits)
Use the digits "250"
2. Vendor Code (3 digits)
Use the assigned digits
3. DOR USE (6 zeroes)
4. Primary SSN (9 digits)
5. Check Digit (1 digit)
6. Primary NCN (8 digits)
7. Check Digit (1 digit)
8. Secondary SSN (9 digits)
9. Check Digit (1 digit)
10. Tax Year (YY) (2 digits)
Should be "11"
11. Amount Paid (9 digits)—
always end with 2 zeroes
12. Check Digit (1 digit)

Please see page 3 for check digit and NCN formulas.
NOTE:

- "1st Quarter Calendar Year
April 17, 2012"
- "2nd Quarter Calendar Year
June 15, 2012"
- "3rd Quarter Calendar Year
September 17, 2012"
- "4th Quarter Calendar Year
January 15, 2013"

2012 FORM MO-1040ES		MISSOURI DEPARTMENT OF REVENUE ESTIMATED TAX DECLARATION FOR INDIVIDUALS
SOCIAL SECURITY NUMBER	SPOUSE'S SOCIAL SECURITY NUMBER	CALENDAR YEAR DUE
If you pay by check, you authorize the Department of Revenue to process the check electronically. Any returned check may be presented again electronically.		1. Amount of this installment (U.S. funds only) . . . \$ 1234567 00
NOTE to software companies: Just print the name(s) in this area. DOR does not want the address printed in this area.		DOR USE ONLY * [] [] [] [] [] [] [] [] [] [] * [] [] [] [] [] [] [] [] [] []
		1ST QTR Calendar Year Due April 17, 2012 Return this form with check or money order payable to: Missouri Department of Revenue, P.O. Box 555, Jefferson City, MO 65105-0555
vendor NNN (09-2011)		
250 000 000000 1234567890 123456789 1234567890 12 123456700 0		
[1] [2] [3] [4] [5] [6] [7] [8] [9] [10] [11] [12]		

Form size is 8 1/2" x 3.75". There should only be one cut line and that is at the top of the form.

Bottom (baseline) of scanline should be placed 1/2" up from bottom of the page; top of scanline should be 1/8" down from last horizontal rule/line on the form; and 1 1/4" from right side of page. That means there needs to be 1/2" of white space at the bottom of the page, 1/8" of white space from bottom rule/line of form to top of scanline and 1 1/4" of white space at the right side of the page. Scanline should be printed on Line 63 and Position 13. (This is figured using 66 lines per page vertically and 85 characters printed horizontally. Our equipment reads from the bottom right side of the paper.)

The scanline must be in OCR-A font.

Vouchers must be printed 1 per page, at the BOTTOM of the page. There must be 1/2" of white space between the bottom of the scanline to the bottom of the page.

Amount of Installment should have hard-coded zeroes at the right. The zeroes should be carried down to the scanline for Amount Paid.

DOR USE ONLY area should have boxes. Nine boxes on the top row and 6 boxes on the bottom row.

The Tax Year in the scanline for the Form MO-1040ES should be 12.

The Vendor Code can be found on page 7. Please use the number assigned to your company.

Be sure to include the font in your software package.

DOR does not want the address printed in the name and address area. Just print the names.

This form is to be used to pay Individual Estimated taxes for the current tax year ONLY.

Forms MO-1040V and MO-1040ES

Social Security Number (SSN) Check Digit Formula

The check digit validation process is:

1. Multiply each of the digits in the SSN by 2 or 1, beginning with 1.
2. Add the sum of the products.
3. Divide the sum by 10.
4. Subtract the remainder from 10. The difference is the check digit.

Following is an example of the validation process:

SSN: 534209176

Multiply the SSN digits by 1, 2, . . . (starting with the number 1)

	5	3	4	2	0	9	1	7	6
X	1	2	1	2	1	2	1	2	1
	5	6	4	4	0	18	1	14	6

Sum the products:

5+ 6+ 4+ 4+ 0+ 18+ 1+ 14+ 6 = 58

Divide by 10:

$58 \div 10 = 5$ with remainder of 8

Subtract the remainder from 10, the difference is the check digit.

$10 - 8 = 2$

The check digit is 2.

Name Control Number (NCN) Formula

The first four alpha characters of the taxpayer's last name converted to numeric make up the NCN using the following formula. The NCN is an eight digit number.

A=01

B=02

C=03

D=04

E=05

F=06

G=07

H=08

I=09

J=10

K=11

L=12

M=13

N=14

O=15

P=16

Q=17

R=18

S=19

T=20

U=21

V=22

W=23

X=24

Y=25

Z=26

, =27 (comma)

- =28 (hyphen)

' =29 (apostrophe)

Examples:

Johnson = 10150814

LI,Adrian = 12092701 (Last name is less than 4 characters)

After computing the NCN use the SSN Check Digit formula to compute the NCN Check Digit.

If one of the first four characters contain an apostrophe or hyphen use the codes specified above.

If the name is less than 4 characters long, use the first characters of the first name. (See example above.)

Forms MO-1040V, MO-1040ES and MO-1120ES**Amount Paid Check Digit Formula (Sample 1)**

The check digit validation process is:

1. Multiply each of the digits in the Amount Paid by 2 or 1, beginning with 1.
2. Add the sum of the products.
3. Divide the sum by 10.
4. Subtract the remainder from 10. The difference is the check digit.

Following is an example of the validation process:

Amount Paid: 134578900

Multiply the Amount Paid digits by 1, 2, . . .

$$\begin{array}{r}
 \begin{array}{cccccccccc}
 1 & 3 & 4 & 5 & 7 & 8 & 9 & 0 & 0 \\
 X & 1 & 2 & 1 & 2 & 1 & 2 & 1 & 2 & 1 \\
 \hline
 1 & 6 & 4 & 10 & 7 & 16 & 9 & 0 & 0
 \end{array}
 \end{array}$$

Sum the products:

$$1+ \quad 6+ \quad 4+ \quad 10+ \quad 7+ \quad 16+ \quad 9+ \quad 0+ \quad 0 = 53$$

Divide by 10:

$$53 \div 10 = 5 \text{ with remainder of } 3$$

Subtract the remainder from 10, the difference is the check digit.

$$10 - 3 = 7$$

The check digit is 7.

Forms MO-1040V, MO-1040ES, MO-1120ES and MO-1120V**Amount Paid Check Digit Formula (Sample 2)**

The check digit validation process is:

1. Multiply each of the digits in the Amount Paid by 2 or 1, beginning with 1.
2. Add the sum of the digits.
3. Divide the sum by 10.
4. Subtract the remainder from 10. The difference is the check digit.

Following is an example of the validation process:

Amount Paid: 000594800

Multiply the Amount Paid digits by 1, 2, . . .

$$\begin{array}{r}
 \begin{array}{cccccccccc}
 0 & 0 & 0 & 5 & 9 & 4 & 8 & 0 & 0 \\
 X & 1 & 2 & 1 & 2 & 1 & 2 & 1 & 2 & 1 \\
 \hline
 0 & 0 & 0 & 10 & 9 & 8 & 8 & 0 & 0
 \end{array}
 \end{array}$$

Sum the products:

$$0+ \quad 0+ \quad 0+ \quad 10+ \quad 9+ \quad 8+ \quad 8+ \quad 0+ \quad 0 = 35$$

Divide by 10:

$$35 \div 10 = 3 \text{ with remainder of } 5$$

Subtract the remainder from 10, the difference is the check digit.


$$10 - 5 = 5$$

The check digit is 5.

Scanline should be placed 1/2" up from bottom of page and 1 1/2" from right side of page.

1. Sort Pattern (always use 023) (3 digits)
2. DOR USE (6 zeroes)
3. Vendor Code (3 digits)
Use the assigned digits
4. Mo I.D. Number (8 digits)
5. Tax Year (YY) (2 digits)
6. Amount of Installment (11 digits)—should end with 2 zeroes
7. Check Digit (1 digit)

NOTE: First voucher will always be Quarter 1, second voucher will always be Quarter 2, third voucher will always be Quarter 3 and the fourth voucher will always be Quarter 4.

 MISSOURI DEPARTMENT OF REVENUE DECLARATION OF ESTIMATED TAX FOR CORPORATION INCOME TAX		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> 2012 FORM MO-1120ES </div>	
MISSOURI TAX I.D. NUMBER	FEDERAL I.D. NUMBER	TAXABLE YEAR ENDING	DUE DATE
CHARTER NUMBER		1. Amount of this installment (U.S. funds only) . . . \$ 123456789 00	
If you pay by check, you authorize the Department of Revenue to process the check electronically. Any returned check may be presented again electronically.		DOR USE ONLY * [] [] [] [] [] [] [] [] [] [] * [] [] [] [] [] [] [] [] [] []	
		1ST QTR.	Return this form with check or money order payable to: Missouri Department of Revenue, P.O. Box 3020, Jefferson City, MO 65105-3020
023 000000 000 12345678 12 12345678900 1			
[1] [2] [3] [4] [5] [6] [7]			

Form size is 8 1/2" x 3.75". There should only be one cut line and that is at the top of the form.

Scanline should be placed 1/2" up from bottom and 1 1/2" from right side of page. Scanline should be printed on Line 63 and Position 31. (This is figured using 66 lines per page vertically and 85 characters printed horizontally. This is using 6 lines per inch vertically and 10 characters per inch horizontally. Our equipment reads from the bottom, right side of the paper.)

The scanline must be in OCR-A font.

Vouchers must be printed 1 per page, at the BOTTOM of the page. There must be 1/2" of white space between the bottom of the scanline to the bottom of the page.

Amount of this Installment should have hard-coded zeroes at the right. The zeroes should be carried down to the scanline for Amount of Installment.


DOR USE ONLY area should have boxes. Nine boxes on the top row and 8 boxes on the bottom row.

The Vendor Code can be found on page 7. Please use the number specified for your company.

Be sure to include the font in your package.

Scanline should be placed 1/2" up from bottom of page and 1 1/4" from right side of page.

1. Vendor Code (3 digits)
Use the assigned digits
2. Sort Pattern (always use 087) (3 digits)
3. DOR USE (6 zeroes)
4. DOR USE (6 zeroes)
5. DOR USE (6 zeroes)
6. DOR USE (6 zeroes)
7. Zero
8. Mo Tax I.D. Number (8 digits)
9. Tax Year (YY) (2 digits)
10. Amount of Installment (11 digits)—should end with 2 zeroes
11. Check Digit (1 digit)

 MISSOURI DEPARTMENT OF REVENUE CORPORATION INCOME /FRANCHISE TAX PAYMENT VOUCHER		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> 2011 FORM MO-1120V </div>																																					
MISSOURI TAX I.D. NUMBER	FEDERAL I.D. NUMBER	TAXABLE YEAR ENDING	DUE DATE																																				
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Return this form with check or money order payable to: Missouri Department of Revenue, P.O. Box 3365, Jefferson City, MO 65105-3365.		vendor NNN (09-2011)																																					
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Form size is 8 1/2" x 3.75". There should only be one cut line and that is at the top of the form.

Scanline should be placed 1/2" up from bottom and 1 1/4" from right side of page. Scanline should be printed on Line 63 and Position 13. (This is figured using 66 lines per page vertically and 85 characters printed horizontally. This is using 6 lines per inch vertically and 10 characters per inch horizontally.)

The scanline must be in OCR-A font.

Vouchers must be printed 1 per page, at the BOTTOM of the page. There must be 1/2" of white space between the bottom of the scanline to the bottom of the page.

Amount of this Installment should have hard-coded zeroes at the right. The zeroes should be carried down to the scanline for Amount of Installment.

DOR USE ONLY area should have boxes. Eleven boxes on the top row and 8 boxes on the bottom row.

The Vendor Code can be found on page 7. Please use the number specified for your company.

Be sure to include the font in your package.

Software vendors must print their Vendor Code on Form MO-1040ES, Form MO-1040V, Form MO-1120ES and MO-1120V.
Vendor Codes are the last three digits of the ID Number that NACTP assigns to software vendors.

VENDOR CODE**VENDOR NAME**

015.....	CCH SMALL FIRM SERVICES
017.....	BLOCK FINANCIAL
019.....	CCH TAX AND ACCOUNTING
022.....	CS PROFESSIONAL SUITE
053.....	DATA TECHNOLOGY GROUP
023.....	CORPTAX INC
024.....	DRAKE SOFTWARE
029.....	H&R BLOCK
030.....	INTUIT
031.....	JACKSON HEWITT TECHNOLOGY SERVICES
273.....	LIBERTY TAX (WEFILE, INC)
034.....	NELCO CORP
211.....	ONLINETAXPROS INC
037.....	PETZ ENTERPRISES, INC
038.....	RHODES COMPUTER SERVICES
064.....	2ND STORY SOFTWARE
039.....	STF SERVICES CORP
067.....	TAX\$IMPLE, INC.
201.....	TAXHAWK INC
284.....	TAXSATION INC
068.....	TAXWARE SYSTEMS
043.....	TAXWORKS LLC
062.....	THOMSON REUTERS (TAX & ACCTG)
045.....	CCH SMALL FIRM SERVICES (TAXWISE)
120.....	VERTEX, INC

2012 WITHHOLDING AND SALES TAX VOUCHERS

Forms MO-941, MO-941F, MO W-3, DOR-2760-Sales Tax Return (Single Location) and DOR-4814-Sales Tax Return (Two Location) will be posted on the Internet as they become available. We will not require 12 samples to be sent in with data and scanlines. You will be able to reproduce the flat version of the forms. You should submit one blank copy of each form, when the DRAFT form is available on the internet.

Forms MO-941P and 2414 are obsolete, due to legislation passed that requires these forms to be filed electronically.