



Missouri Department of Revenue

2016 Remittance Voucher Specifications

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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 add your NACTP-assigned four digit vendor ID to the voucher, near the revision date. Refer to each voucher type for more specific specifications regarding scanline and variable data placement.

The Department requires **12** test samples (**cut to size**) with the appropriate scanline and all data fields filled (12 different vouchers each for the MO-941, MO-1040V, MO-1041V, and MO-1120V; four quarters of three different scenarios for the MO-1120ES and MO-1040ES). The Department will not accept text samples that are provided on full pages or remitted as an electronically PDF. Approval of each voucher type must be obtained from the Department prior to filing.

Mail all test vouchers to: Missouri Department of Revenue
Attn: Forms Group
301 West High Street, Room 225
Jefferson City, MO 65101

2015 Changes

1. All voucher specifications and scan line locations have been altered to provide software developers better details on how to replicate the vouchers. The vouchers contained within this document are now to scale and developers can chose to cut them along their borders if they wish to do a comparison prior to remitting their versions for testing.
2. Form MO-1040V — Be sure the Tax Year in the scanline is “15”. The year is updated to 2015 and the due date is April 18, 2016.
3. Form MO-1040ES — Be sure the Tax Year in the scanline is “16”. The year is updated to 2016 and the due dates are First Quarter—April 18, 2016; 2nd Quarter —June 15, 2016; Third Quarter—September 15, 2016; and Fourth Quarter—January 17, 2017.
4. Form MO-1041V — Be sure the Tax Year in the scanline is “15”. The year is updated to 2015.
5. Form MO-1120ES — Be sure the Tax Year in the scanline is “16”. The year is updated to 2016.
6. Form MO-1120V — Be sure the Tax Year in the scanline is “15”. The year is updated to 2015 and the due date is April 18, 2016.
7. Form MO-941 — The specifications for this return are now being provided.

Forms MO-1041V, MO-1040V, and MO-1040ES

Social Security Number (SSN) and Federal Employer I.D. Number (FEIN) Check Digit Formula

The check digit validation process is:

1. Multiply each of the digits in the SSN or FEIN 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.

The 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
6
+ 14
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	P=16
B=02	Q=17
C=03	R=18
D=04	S=19
E=05	T=20
F=06	U=21
G=07	V=22
H=08	W=23
I=09	X=24
J=10	Y=25
K=11	Z=26
L=12	, =27 (comma)
M=13	- =28 (hyphen)
N=14	' =29 (apostrophe)
O=15	

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

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

Forms MO-1040V, MO-1040ES, MO-1041V 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, . . .

	1	3	4	5	7	8	9	0	0
X	1	2	1	2	1	2	1	2	1
	1	6	4	10	7	16	9	0	0

Sum the products:

1
6
4
10
7
16
9
0
+ 0
53

Divide by 10:

$53 \div 10 = 5$ 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-1041V, 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, . . .

	0	0	0	5	9	4	8	0	0
X	1	2	1	2	1	2	1	2	1
	0	0	0	10	9	8	8	0	0

Sum the products:

0
0
0
10
9
8
8
+ 0
35

Divide by 10:

$35 \div 10 = 3$ with remainder of 5

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

$10 - 5 = 5$

The check digit is 5.

2015 Fiduciary Income Tax Payment Voucher — Form MO-1041V

1. Source Code (3 digits)
Use the digits "103"
2. Vendor Code (3 digits). Use the assigned digits
3. Department Use (6 zeroes)
4. FEIN (9 digits)
5. Check Digit (1 digit)
6. Fiduciary Name Control (8 digits)
7. Check Digit (1 digit)
8. Tax Period (6 digits)
9. Amount Paid (9 digits)—always end with 2 zeroes
10. Check Digit (1 digit)

See page 3 for check digit and NCN formulas.

Missouri Department of Revenue 2015 Fiduciary Income Tax Payment Voucher		
Federal Employer Identification Number	Taxable Year Ending (MM/DD/YYYY)	Due Date (MM/DD/YYYY)
Name of Estate or Trust		1. Amount of payment \$ 3 0 0 (U.S. funds only)
Name and Title of Fiduciary		
Address		Department *
		Use Only *
If you pay by check, you authorize the Department of Revenue to process the check electronically. Any returned check may be presented again electronically. NNNN (12-2015)		Return this form with check or money order payable to: Missouri Department of Revenue, P.O. Box 3815, Jefferson City, MO 65105-3815

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Form Size: 8 1/2" x 3 3/4". Vouchers must be printed and cut to this size for testing and for taxpayer filing.

Scanline Position: The bottom (baseline) of scanline should be placed 1/2" up from bottom of the form. The top of scanline should be 3/16" down from the last horizontal line on the form. The scanline must be 1 7/8" from the right edge of form.

The 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.

Miscellaneous:

"Amount of Payment" should have hard-coded zeroes at the right. The zeroes should be carried down to the scanline for "Amount Paid" which is identified as item #9 in the scanline example above.

The "Department Use Only" area should have visible boxes. Eleven boxes on the top row and six boxes on the bottom row.

Provide the last three digits of your vendor ID code assigned to your company by NACTP within the scanline. This is identified as item #2 in the scanline example above.

This form is to be used to pay Fiduciary Income taxes for the previous tax year only.

2015 Individual Income Tax Payment Voucher — Form MO-1040V

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 "15".
11. Amount Paid (9 digits)—always ends with two zeroes
12. Check Digit (1 digit)

See page 3 for check digit and NCN formulas.

Form MO-1040V		Missouri Department of Revenue	
2015 Individual Income Tax Payment Voucher			
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 18, 2016 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.			
• PLEASE SEND CHECK OR MONEY ORDER (U.S. FUNDS ONLY) NNNN (12-2015)			

1. Social security number..... *

2. Name control..... *

3. Spouse's social security number..... *

4. Spouse's name control *

5. Amount of payment \$ 0 0

Do not mail a copy of your electronically filed return

Department Use Only *

Department Use Only *

055 000 000000 1234567890 123456789 1234567890 15 123456700 0

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Form Size: 8 1/2" x 4". Vouchers must be printed and cut to this size for testing and for taxpayer filing.

Scanline Position: The bottom (baseline) of the scanline should be placed 1/2" up from bottom of the form. The top of scanline should be 1/8" down from last horizontal line on the form. The scanline must be 1 1/4" from right edge of the form.

The 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.

Miscellaneous:

The "DOR USE ONLY" area should have visible boxes. Eleven boxes on the top row and six boxes on the bottom row.

Provide the last three digits of your vendor ID code assigned to your company by NACTP within the scanline. This is identified as item #2 in the scanline example above.

This form is used only for electronic filing. It is not intended to be used to pay an amount due on a paper return.

2016 Estimated Tax Declaration For Individuals — Form MO-1040ES

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 "16".
11. Amount Paid (9 digits)—always end with 2 zeroes
12. Check Digit (1 digit)

See page 3 for check digit and NCN formulas.

Due Dates:

1st Qtr - April 18, 2016

2nd Qtr - June 15, 2016

3rd Qtr - September 15, 2016

4th Qtr - January 17, 2017

2016 Form MO-1040ES		Missouri Department of Revenue Estimated Tax Declaration For Individuals	
Social Security Number		Spouse's Social Security Number	
Calendar Year Due		1. Amount of this installment (U.S. funds only) . . . \$ 1234567 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. NOTE to software companies: Just print the name(s) in this area. The Department does not want the address printed in this area.		Department Use Only * [] [] [] [] [] [] [] [] [] * [] [] [] [] [] [] [] [] []	
NNNN (12-2015)		Return this form with check or money order payable to: Missouri Department of Revenue, P.O. Box 555, Jefferson City, MO 65105-0555	

250	000	000000	1234567890	123456789	1234567890	16	123456700	0
↑	↑	↑	↑	↑	↑	↑	↑	↑
1	2	3	4	5	6	7	8	12

Form Size: 8 1/2" x 3 3/4". Vouchers must be printed and cut to this size for testing and for taxpayer filing.

Scanline Position: The bottom (baseline) of the scanline should be placed 1/2" up from bottom of the form. The top of scanline should be 1/8" down from last horizontal line on the form. The scanline must be 1 1/4" from right side of page.

The 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.

Miscellaneous:

"Amount of This Installment" should have hard-coded zeroes at the right. The zeroes should be carried down to the scanline for "Amount Paid" which is identified as item #11 in the scanline example above.

The "Department Use Only" area should have visible boxes. Nine boxes on the top row and six boxes on the bottom row.

Provide the last three digits of your vendor ID code assigned to your company by NACTP within the scanline. This is identified as item #2 in the scanline example above.

The Department 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.

2016 Declaration of Estimated Tax For Corporation Income Tax — Form MO-1120ES

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		2016 Form MO-1120ES	
Missouri Tax I.D. Number	Federal I.D. Number	Taxable Year Ending	Due Date
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) . . . \$ 123456789 00	
		Department 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 16 12345678900 1 <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;">↑ 1</div> <div style="text-align: center;">↑ 2</div> <div style="text-align: center;">↑ 3</div> <div style="text-align: center;">↑ 4</div> <div style="text-align: center;">↑ 5</div> <div style="text-align: center;">↑ 6</div> <div style="text-align: center;">↑ 7</div> </div>			

Form Size: 8 1/2" x 3 3/4". Vouchers must be printed and cut to this size for testing and for taxpayer filing.

Scanline Position: The scanline should be placed 1/2" up from the bottom of the form. The top of scanline should be 3/16" down from the last horizontal line on the form. The scanline must be 1 1/2" from right side of page.

The scanline should be printed on Line 63 and Position 31. (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.


Miscellaneous:

The "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" which is identified as item #8 on the scanline example above.

The "Department Use Only" area should have visible boxes. Nine boxes on the top row and eight boxes on the bottom row.

Provide the last three digits of your vendor ID code assigned to your company by NACTP within the scanline. This is identified as item #3 in the scanline example above.

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 Tax
 Payment Voucher**

2015
 Form
MO-1120V

Missouri Tax I.D. Number	Federal I.D. Number	Taxable Year Ending	Due Date
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1. Amount of this installment \$ 123456789 00

(U.S. funds only). . .

Department *

Use Only *

If you pay by check, you authorize the Department of Revenue to process the check electronically. Any returned check may be presented again electronically.

NNNN (12-2015)

Return this form with check or money order payable to: Missouri Department of Revenue, P.O. Box 3365, Jefferson City, MO 65105-3365.

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The scanline should be placed 1/2" up from the bottom of the form. The top of scanline should be 3/16" down from the last horizontal line on the form. The scanline must be 1 1/4" from right side of page.

The scanline should be printed on Line 63 and Position 13. (This is figured using 66 lines per page vertically and 85 characters printed horizontally.)

The scanline must be in OCR-A font.

Miscellaneous:

The "Amount of This Installment" should have hard-coded zeroes at the right. The zeroes should be carried down to the scanline for the "Amount of Installment" which is identified as item #10 in the scanline example above.

The "Department Use Only" area should have visible boxes. Eleven boxes on the top row and eight boxes on the bottom row.

Provide the last three digits of your vendor ID code assigned to your company by NACTP within the scanline. This is identified as item #1 in the scanline example above.

2016 Employer's Return of Income Taxes Withheld — Form MO-941

1. Line 7 - Total Amount Due
(U.S. funds only)
2. Line 2 - Compensation Deduction
3. Line 3 - Withholding This Period
4. Missouri Tax Identification Number
(8 digits)
5. Tax Year (4 digits)
6. Tax Month (2 digits)

Form MO-941 Missouri Department of Revenue <u>Employer's Return of Income Taxes Withheld</u>		
Filing Frequency	Tax Period (MMYY) 0116	
Missouri Tax Identification Number 12345678		
Federal Employer Identification Number		
Name and Address of Employer		
<small>Under penalties of perjury, I declare that the above information and any attached supplement is true, complete, and correct.</small>		
Authorized Signature	Date (MM/DD/YYYY)	
(NACTP Code)		Department Use Only *
<div style="display: flex; justify-content: space-around; font-weight: bold; font-size: 1.2em;">000056900 000600 000057500 12345678201601</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div style="text-align: center;">↑ <div style="border: 1px solid black; width: 20px; height: 20px; line-height: 20px; margin: 0 auto;">1</div></div><div style="text-align: center;">↑ <div style="border: 1px solid black; width: 20px; height: 20px; line-height: 20px; margin: 0 auto;">2</div></div><div style="text-align: center;">↑ <div style="border: 1px solid black; width: 20px; height: 20px; line-height: 20px; margin: 0 auto;">3</div></div><div style="text-align: center;">↑ <div style="border: 1px solid black; width: 20px; height: 20px; line-height: 20px; margin: 0 auto;">4</div></div><div style="text-align: center;">↑ <div style="border: 1px solid black; width: 20px; height: 20px; line-height: 20px; margin: 0 auto;">5</div></div><div style="text-align: center;">↑ <div style="border: 1px solid black; width: 20px; height: 20px; line-height: 20px; margin: 0 auto;">6</div></div></div>		

- | | |
|---|-------|
| 1. Withholding This Period..... \$ | 56900 |
| 2. Compensation Deduction..... \$ | 600 |
| 3. Previous Overpay or Payments..... \$ | 00 |
| 4. Balance Due \$ | 00 |
| 5. Additions To Tax (see instructions) \$ | 00 |
| 6. Interest (see instructions) \$ | 00 |
| 7. Total Amount Due (U.S. funds only) \$ | 56900 |

Form Size: 7 3/8" x 3 9/16". Vouchers must be printed and cut to this size for testing and for taxpayer filing.

The scanline should be placed 1/4" up from the bottom of the form. The top of scanline should be 3/16" down from the last horizontal line on the form. The scanline must be 2 1/8" from right side of page.

The scanline should be printed on Line 20 and Position 13. (This is figured using 10 lines per page vertically and 6 characters printed horizontally.)

The scanline must be in OCR-A font.

Miscellaneous:

All financial amounts should have hard-coded zeroes at the right. The zeroes should be carried down to the scanline for items 1, 2, and 3.

The "Department Use Only" area should have visible boxes. Eight boxes on the bottom row.

Provide all four digits of your vendor ID code assigned to your company by NACTP on this voucher. The code cannot be included within the scanline. It should appear below the "Authorized Signature" box.