

# 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. <u>Form MO-1040V</u> 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. <u>Form MO-1040ES</u> 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. <u>Form MO-1120V</u> 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
Χ	1	2	1	2	1	2	1	2	1
	5	6	4	4	0	18	1	14	6

Sum the products:

Divide by 10:

58

 $58 \div 10 = 5$  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
Χ	1	2	1	2	1	2	1	2	1
	1	6	4	10	7	16	9	0	0

Sum the products:

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-104I1V, 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
Χ	1	2	1	2	1	2	1	2	_1
	0	0	0	10	9	8	8	0	0

Sum the products:

Divide by 10:

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

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

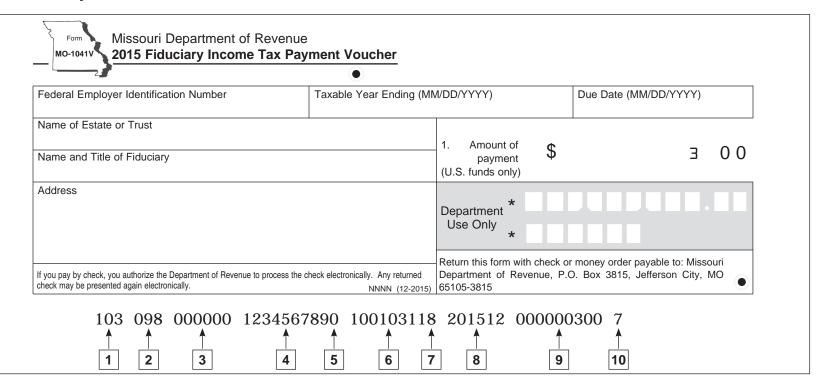
$$10 - 5 = 5$$

The check digit is 5.

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

- Source Code (3 digits)
   Use the digits "103"
- Vendor Code (3 digits). Use the assigned digits
- 3. Department Use (6 zeroes)
- 4. FEIN (9 digits)
- 5. Check Digit (1 digit)
- 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.



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:

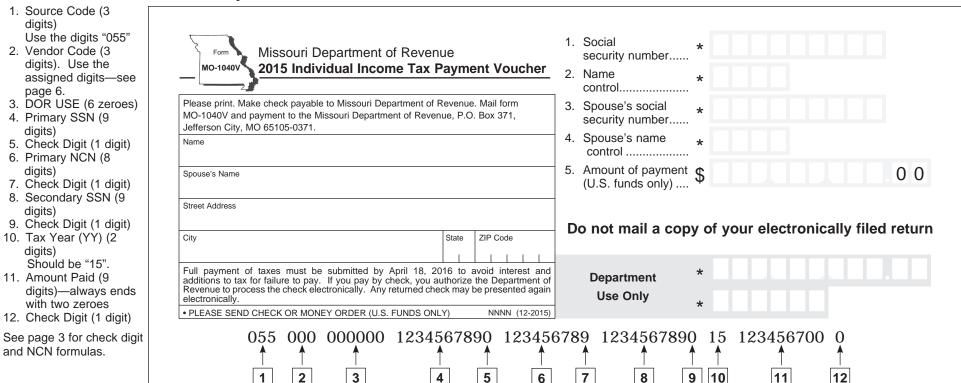
"Amount of Payment" should have hard-coded zeroes at the right. The zeroes should be carried down to the scanline for "Amount Paid" which is identified as item #9 in the scanline example above.

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



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.

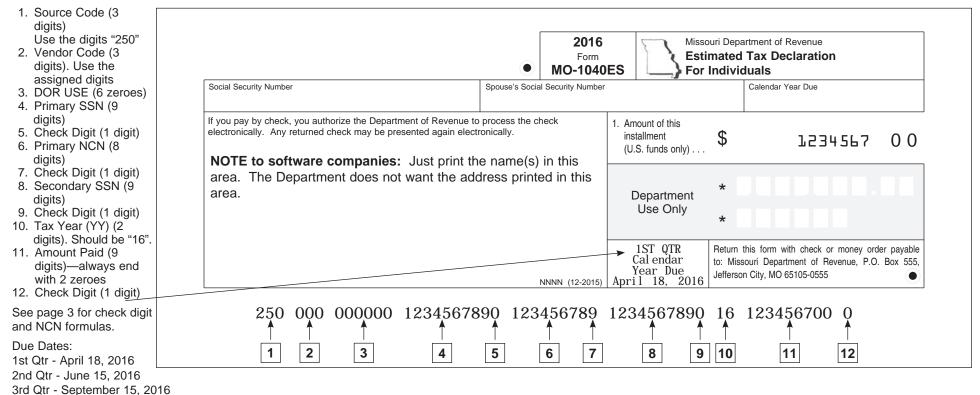
### Miscellaneous:

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



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:

4th Qtr - January 17, 2017

"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.

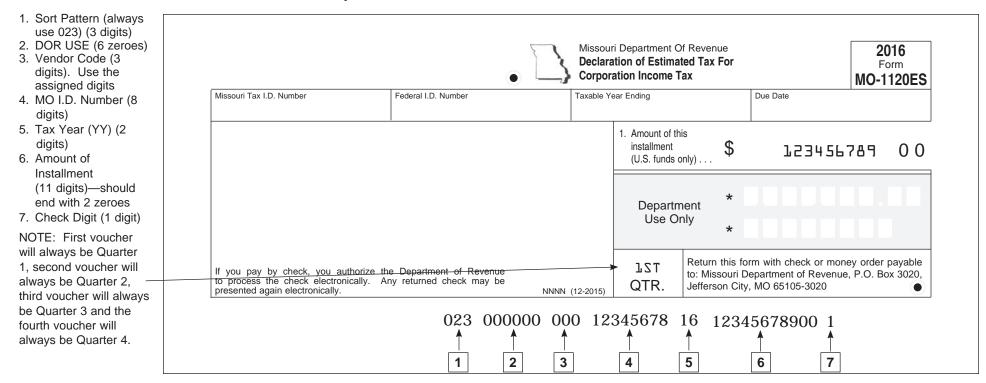
The "Department Use Only" area should have visible boxes. Nine boxes on the top row and six boxes on the bottom row.

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



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:

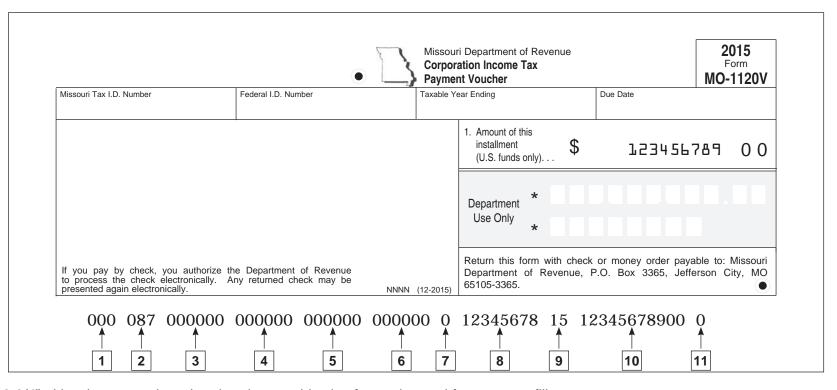
The "Amount of This Installment" should have hard-coded zeroes at the right. The zeroes should be carried down to the scanline for "Amount of Installment" which is identified as item #8 on the scanline example above.

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.

# 2015 Corporation Income Tax Payment Voucher — Form MO-1120V

- 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)
- Amount of Installment (11 digits)—should end with 2 zeroes
- 11. Check Digit (1 digit)



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

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:

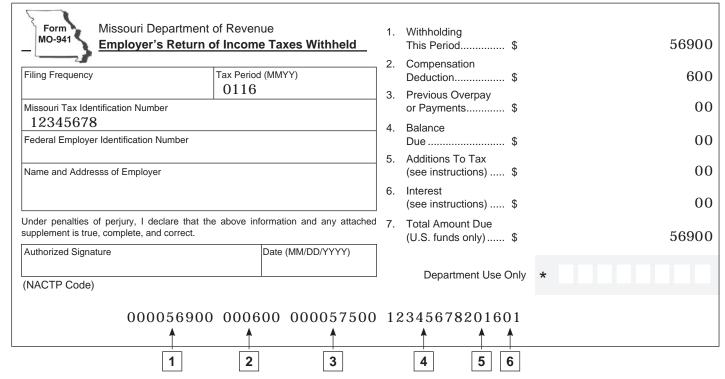
The "Amount of This Installment" should have hard-coded zeroes at the right. The zeroes should be carried down to the scanline for the "Amount of Installment" which is identified as item #10 in the scanline example above.

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
- Missouri Tax Identification Number (8 digits)
- 5. Tax Year (4 digits)
- 6. Tax Month (2 digits)



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.