



# MISSOURI DEPARTMENT OF REVENUE

## 2025 Remittance Voucher Specifications

### Contents

2024 Changes .....	Page 2
Test Scenarios for Vouchers .....	Page 3
Check Digit Formula and Name Control Number .....	Page 4
Amount Paid Check Digit Formula Sample 1 and Sample 2 .....	Page 5
Fiduciary Income Tax Payment Voucher - Form MO-1041V .....	Page 6
Individual Income Tax Payment Voucher - Form MO-1040V .....	Page 7
Estimated Tax Declaration For Individuals - Form MO-1040ES .....	Page 8
Declaration of Estimated Tax For Corporation Income Tax - Form MO-1120ES .....	Page 9
Corporation Income Tax Payment Voucher - Form MO-1120V .....	Page 10
Employer's Return of Income Taxes Withheld - Form MO-941 .....	Page 11

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. All scanline font is size 12, with the exception of the MO-941 which contains the font size of 10.5. 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, MO-1120V, MO-1120ES, and MO-1040ES). The Department will not accept test 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: Communications - Forms Group  
301 West High Street, Room 560  
Jefferson City, MO 65101

## 2024 Changes

1. The vouchers for Form MO-1040V, MO-1040ES, MO-1120ES, and MO-1120V are now set up to a 10x6 grid. Certain field locations must match exactly to what is being provided in this document. In addition, the scanline must also match exactly. The Department is providing examples of these vouchers with the 10x6 grid showing in the back of this document. Please use these as a reference when developing your substitute vouchers.
2. Form MO-1040V - Be sure the Tax Year in the scanline is "24". The year is updated to 2024 and the due date is April 15, 2025.
3. Form MO-1040ES - Be sure the Tax Year in the scanline is "25". The year is updated to 2025 and the due dates are:  
1st Quarter - April 15, 2025  
2nd Quarter - June 15, 2025  
3rd Quarter - September 15, 2025  
4th Quarter - January 15, 2026.
4. Form MO-1041V - Be sure the Tax Year in the scanline is "24". The year is updated to 2024.
5. Form MO-1120ES - Be sure the Tax Year in the scanline is "25". The year is updated to 2025.
6. Form MO-1120V - Be sure the Tax Year in the scanline is "24". The year is updated to 2024 and the due date is April 15, 2025.

## Test Scenarios (MO-1120ES, MO-1120V, and MO-941)

### Missouri Tax I.D.

	<b>Name</b>	<b>Address</b>
98989898	TBone Corporation	123 Route C, Dinner City MO 65111
78787874	Hi Kitty Inc	456 Route B, China City MO 65222
65656563	Butterfly Company	789 Route D, Fun City MO 65333
54545455	JDeere Corporation	147 Hwy RR, Anytown MO 69999
32323239	Nite Owl Inc	258 Hwy YY, Anytown MO 69999
56565658	Eastern Bluebird	369 Bird Lane, Birdtown MO 68888
98765434	Flowering Dogwood	59 Tree Lane, Tree City MO 67777
87654326	Lewis Clark Test Trail	PO Box 1821, Discovery MO 65555
76543218	Fox Trotter LLC	County RD 3652, Funtown MO 64444
52525252	Waltz Thru MO	7854 Center Street, Music MO 63333
85858587	Hawthorn Flower Inc	1452 Blooming Fields Rd, Ridge MO 62222
96969696	Mark Twain Lodge	9856 Sunset Trails, Homestead MO 61111

## Test Scenarios (MO-1040V, MO-1040ES, and MO-1041V)

<b>SSN</b>	<b>Name</b>	<b>Address</b>
444444444	Payday River	PO Box 1720, Tears Valley MO 65555
555555555	Weston Mill	5566 Hwy 65, Sugar Creek MO 64444
666666666	Thomas Noster	7050 County Road, Big Hills MO 63333
777777777	Bennett Truman	789 Center Road, Rock Stone MO 68888
888888888	Hunter Boone	5461 Lake Branch Road, High Ridge MO 67777
222222222	Benny Loss	2713 Hwy 29, Traps MO 67888
333333333	Mikey Player	1713 County Road, Honey Hill MO 63333
212222222	Quite Mouse	258 Corner Street, Cheese Valley MO 64666
313333333	Donald Example	PO Box Sample, Test Again MO 65555
414444444	Night Owl	325 Upper Tree, Dark Town MO 68666
515555555	Rusty Lighting	Apt 23B, MyPlace MO 61666
616666666	Mickey Two	Waltz Street, Steer City MO 66366

# Check Digit Formula and Name Control Number

## 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:

$$58 \div 10 = 5 \text{ with remainder of } 8$$

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.

# Amount Paid Check Digit Formula Sample 1 and Sample 2

**Forms MO-1040V, MO-1040ES,  
MO-1041V, MO-1120ES and MO-1120V**

**Forms MO-1040V, MO-1040ES,  
MO-1041V, MO-1120ES and MO-1120V**

## 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.

## 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.

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



MISSOURI DEPARTMENT OF  
**REVENUE**

**2024 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 \$ <span style="font-size: 24px;">3 0 0</span> (U.S. funds only)
Name and Title of Fiduciary		
Address		Department * <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span> Use Only * <span style="border: 1px solid black; display: inline-block; width: 20px; height: 15px;"></span>
		Return this form with check or money order payable to: Missouri Department of Revenue, P.O. Box 3815, Jefferson City, MO 65105-3815

103
098
000000
1234567890
100103118
202412
000000300
?

↑  
1

↑  
2

↑  
3

↑  
4

↑  
5

↑  
6

↑  
7

↑  
8

↑  
9

↑  
10

- |  |                          |                           |  |
|--|--------------------------|---------------------------|--|
| 1. Source Code (3 digits)<br>Use the digits "103"    | 3. DOR USE (6 zeros)     | 6. Name Control(8 digits) | 9. Amount Paid (9 digit)<br>Always ends with two zeros |
| 2. Vendor Code (3 digits)<br>Use the assigned digits | 4. FEIN (9 digits)       | 7. Check Digit (1 digit)  | 10. Check Digit (1 digit)                              |
| 5. Check Digit (1 digit)                             | 8. Tax Period (6 digits) |                           |  |

**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 1/8" 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 zeros at the right. The zeros 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.

# Individual Income Tax Payment Voucher - Form MO-1040V



**MISSOURI DEPARTMENT OF REVENUE**  
**2024 Individual Income Tax Payment Voucher (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 15, 2025 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.


Social Security Number

Name Control

Spouse's Social Security Number  -  -

Spouse's Name Control

**Amount of Payment**  
 (U.S. funds only)..... \$  .



24347010001

Department Use Only  .

Department Use Only

Form MO-1040V (Revised 12-2024)

055	000	000000	1234567890	123456789	1234567890	24	123456700	0			
↑	↑	↑	↑	↑	↑	↑	↑	↑			
1	2	3	4	5	6	7	8	9	10	11	12

- |  |                           |                           |   |  |
|--|---------------------------|---------------------------|---|--|
| 1. Source Code (3 digits)<br>Use the digits "055"    | 3. DOR USE (6 zeros)      | 6. Primary NCN (8 digits) | 9. Check Digit (1 digit)                        | 11. Amount Paid (9 digits)<br>Always ends with two zeros |
| 2. Vendor Code (3 digits)<br>Use the assigned digits | 4. Primary SSN (9 digits) | 7. Check Digit (1 digit)  | 10. Tax Year (YY) (2 digits)<br>Should be "24". | 12. Check Digit (1 digit)                                |

**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 as shown in the example above. 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.

# Estimated Tax Declaration For Individuals - Form MO-1040ES



MISSOURI DEPARTMENT OF  
**REVENUE**  
2025 Declaration of Estimated Tax  
for Individuals (Form MO-1040ES)



25352010001

Social Security Number

Spouse's Social Security Number

Your Name (Last, First, Initial)

Spouse's Name (Last, First, Initial)

Address (Number and Street), City, State, and ZIP Code

Name Control

Name Control

1st Qtr.
  2nd Qtr.
  3rd Qtr.
  4th Qtr.

Amount Paid . . . . . \$

1234567

.

00

Return this form with check or money order payable to the Missouri Department of Revenue P.O. Box 555, Jefferson City, MO 65105-0555. If you pay by check, you authorize the Department to process the check electronically. Any returned check may be presented again electronically.

Department  
Use Only

(Revised 12-2024)

250 000 000000 1234567890 123456789 1234567890 25 123456700 0

↑  

1

↑  

2

↑  

3

↑  

4

↑  

5

↑  

6

↑  

7

↑  

8

↑  

9

↑  

10

↑  

11

↑  

12

- |  |   |   |   |  |
|--|---|---|---|--|
| 1. Source Code (3 digits)<br>Use the digits "250"    | 3. DOR USE (6 zeros)<br>4. Primary SSN (9 digits) | 6. Primary NCN (8 digits)<br>7. Check Digit (1 digit) | 9. Check Digit (1 digit)<br>10. Tax Year (YY) (2 digits)<br>Should be "25". | 11. Amount Paid (9 digits)<br>Always ends with two zeros |
| 2. Vendor Code (3 digits)<br>Use the assigned digits | 5. Check Digit (1 digit)                          | 8. Secondary SSN (9 digits)                           |   | 12. 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.

**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 3/16" 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 zeros at the right. The zeros 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 as shown in the example above.


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.



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



**MISSOURI DEPARTMENT OF REVENUE**  
2025 Declaration Of Estimated Tax for Corporation Income Tax (Form MO-1120ES)



25119010001

Missouri Tax I.D. Number	Taxable Year Ending (MM/DD/YY)	<input type="checkbox"/> 1st Qtr.	<input type="checkbox"/> 2nd Qtr.	<input type="checkbox"/> 3rd Qtr.	<input type="checkbox"/> 4th Qtr.
<input style="width: 100%;" type="text"/>	<input style="width: 25%;" type="text"/> <input style="width: 25%;" type="text"/> <input style="width: 25%;" type="text"/>				
Federal Employer I.D. Number	Due Date (MM/DD/YY)	<b>Amount of this installment (U.S. funds only)..... \$</b>			
<input style="width: 100%;" type="text"/>	<input style="width: 25%;" type="text"/> <input style="width: 25%;" type="text"/> <input style="width: 25%;" type="text"/>	<input style="width: 150px;" type="text" value="123456789"/> <input style="width: 40px;" type="text" value="00"/>			

Business Name	<b>Department Use Only</b>	
Address (Number and Street)		
City, State, and ZIP Code		

023 000000 000 12345678 25 12345678900 1

↑

↑

↑

↑

↑

↑

↑

(Revised 12-2024)

- 1. Sort Pattern (3 digits)      3. Vendor Code (3 digits)      5. Tax Year (YY) (2 digits)      6. Amount of Installment (11 digit)      7. Check Digit (1 digit)
- Use the digits "023"      Use the assigned digits)      Should be "25"      Always ends with two zeros
- 2. DOR USE (6 zeros)      4. MO I.D. Number (8 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.

**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 zeros at the right. The zeros 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 as shown in the example above.

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.

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



**MISSOURI DEPARTMENT OF REVENUE**  
2024 Corporate Income Tax  
Payment Voucher (Form MO-1120V)



24120010001

Missouri Tax I.D. Number		Taxable Year Ending (MM/DD/YY)	
<input style="width: 100%;" type="text"/>	<input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/>
Federal Employer I.D. Number		Due Date (MM/DD/YY)	
<input style="width: 100%;" type="text"/>	<input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/>

Business Name	
Address (Number and Street)	
City, State, and ZIP Code	

Department Use Only


Amount of this installment (U.S. funds only) ..... \$  .

Return this form with check or money order payable to the Missouri Department of Revenue P.O. Box 3020, Jefferson City, MO 65105-3020. If you pay by check, you authorize the Department to process the check electronically. Any returned check may be presented again electronically.

000	087	000000	000000	000000	000000	0	12345678	24	12345678900	0
↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑
1	2	3	4	5	6	7	8	9	10	11

1. Vendor Code (3 digits) Use the assigned digits	3. DOR USE (6 zeros)	6. DOR USE (6 zeros)	9. Tax Year (YY) (2 digits) Should be "24"	10. Amount of installment (9 digits) Always ends with two zeros
2. Sort Pattern (3 digits) Use the digits "087"	4. DOR USE (6 zeros)	7. Zero		11. Check Digit (1 digit)
	5. DOR USE (6 zeros)	8. MO Tax I.D. Nंबर (8 digits)		

**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 zeros at the right. The zeros 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 as shown in the example above.

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.

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

 <p style="margin: 0;"><b>Form MO-941</b> <b>Employer's Return of Income Taxes Withheld</b></p>		<p>1. Withholding This Period..... \$ <span style="float: right;">56900</span></p> <p>2. Compensation Deduction..... \$ <span style="float: right;">600</span></p> <p>3. Previous Overpay or Payments..... \$ <span style="float: right;">00</span></p> <p>4. Balance Due ..... \$ <span style="float: right;">00</span></p> <p>5. Additions To Tax (see instructions) .... \$ <span style="float: right;">00</span></p> <p>6. Interest (see instructions) .... \$ <span style="float: right;">00</span></p> <p>7. Total Amount Due (U.S. funds only) ..... \$ <span style="float: right;">56300</span></p>
Filing Frequency	Tax Period (MMYY) 0125	
Missouri Tax Identification Number 12345678		
Federal Employer Identification Number		
Name and Address of Employer		
Under penalties of perjury, I declare that the above information and any attached supplement is true, complete, and correct.		
Authorized Signature		Date (MM/DD/YYYY)
(NACTP Code)		Department Use Only * <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>
<p>000056300 000600 000056900 12345678202501</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">↑ <span style="border: 1px solid black; padding: 2px;">1</span></div> <div style="text-align: center;">↑ <span style="border: 1px solid black; padding: 2px;">2</span></div> <div style="text-align: center;">↑ <span style="border: 1px solid black; padding: 2px;">3</span></div> <div style="text-align: center;">↑ <span style="border: 1px solid black; padding: 2px;">4</span></div> <div style="text-align: center;">↑ <span style="border: 1px solid black; padding: 2px;">5</span></div> <div style="text-align: center;">↑ <span style="border: 1px solid black; padding: 2px;">6</span></div> </div>		

- |   |                                     |   |                         |
|---|-------------------------------------|---|-------------------------|
| 1. Line 7 - Total Amount Due<br>(U.S. funds only) | 2. Line 2 - Compensation Deduction  | 4. Missouri Tax Identification Number (8 digits)  | 6. Tax Month (2 digits) |
|   | 3. Line 3 - Withholding This Period | 5. Tax Year (YYYY) (4 digits)<br>Should be "2025" |                         |

**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 zeros at the right. The zeros 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.