2022 Remittance Voucher Specifications

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(Revised 12-2021)
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 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: Communications - Forms Group
301 West High Street, Room 560
Jefferson City, MO 65101

2021 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 vouches 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 “21”. The year is updated to 2021 and the due date is April 18, 2022.

3. Form MO-1040ES - Be sure the Tax Year in the scanline is “22”. The year is updated to 2022 and the due dates are:
   1st Quarter - April 18, 2022
   2nd Quarter - June 15, 2022
   3rd Quarter - September 15, 2022

4. Form MO-1041V - Be sure the Tax Year in the scanline is “21”. The year is updated to 2021.

5. Form MO-1120ES - Be sure the Tax Year in the scanline is “22”. The year is updated to 2022.

6. Form MO-1120V - Be sure the Tax Year in the scanline is “21”. The year is updated to 2021 and the due date is April 18, 2022.
### Missouri Tax I.D.

<table>
<thead>
<tr>
<th>SSN</th>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>9898989898</td>
<td>TBone Corporation</td>
<td>123 Route C, Dinner City MO 65111</td>
</tr>
<tr>
<td>7878787874</td>
<td>Hi Kitty Inc</td>
<td>456 Route B, China City MO 65222</td>
</tr>
<tr>
<td>6565656563</td>
<td>Butterfly Company</td>
<td>789 Route D, Fun City MO 65333</td>
</tr>
<tr>
<td>5454545455</td>
<td>JDeere Corporation</td>
<td>147 Hwy RR, Anytown MO 69999</td>
</tr>
<tr>
<td>3232323239</td>
<td>Nite Owl Inc</td>
<td>258 Hwy YY, Anytown MO 69999</td>
</tr>
<tr>
<td>5656565658</td>
<td>Eastern Bluebird</td>
<td>369 Bird Lane, Birdtown MO 68888</td>
</tr>
<tr>
<td>9876543434</td>
<td>Flowering Dogwood</td>
<td>59 Tree Lane, Tree City MO 67777</td>
</tr>
<tr>
<td>8765432626</td>
<td>Lewis Clark Test Trail</td>
<td>PO Box 1821, Discovery MO 65555</td>
</tr>
<tr>
<td>7654321818</td>
<td>Fox Trotter LLC</td>
<td>County RD 3652, Funtown MO 64444</td>
</tr>
<tr>
<td>5252525252</td>
<td>Waltz Thru MO</td>
<td>7854 Center Street, Music MO 63333</td>
</tr>
<tr>
<td>8585858587</td>
<td>Hawthorn Flower Inc</td>
<td>1452 Blooming Fields Rd, Ridge MO 62222</td>
</tr>
<tr>
<td>9696969696</td>
<td>Mark Twain Lodge</td>
<td>9856 Sunset Trails, Homestead MO 61111</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SSN</th>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>4444444444</td>
<td>Payday River</td>
<td>PO Box 1720, Tears Valley MO 65555</td>
</tr>
<tr>
<td>5555555555</td>
<td>Weston Mill</td>
<td>5566 Hwy 65, Sugar Creek MO 64444</td>
</tr>
<tr>
<td>6666666666</td>
<td>Thomas Noster</td>
<td>7050 County Road, Big Hills MO 63333</td>
</tr>
<tr>
<td>7777777777</td>
<td>Bennett Truman</td>
<td>789 Center Road, Rock Stone MO 68888</td>
</tr>
<tr>
<td>8888888888</td>
<td>Hunter Boone</td>
<td>5461 Lake Branch Road, High Ridge MO 67777</td>
</tr>
<tr>
<td>2222222222</td>
<td>Benny Loss</td>
<td>2713 Hwy 29, Traps MO 67888</td>
</tr>
<tr>
<td>3333333333</td>
<td>Mikey Player</td>
<td>1713 County Road, Honey Hill MO 63333</td>
</tr>
<tr>
<td>2122222222</td>
<td>Quite Mouse</td>
<td>258 Corner Street, Cheese Valley MO 64666</td>
</tr>
<tr>
<td>3133333333</td>
<td>Donald Example</td>
<td>PO Box Sample, Test Again MO 65555</td>
</tr>
<tr>
<td>4144444444</td>
<td>Night Owl</td>
<td>325 Upper Tree, Dark Town MO 68666</td>
</tr>
<tr>
<td>5155555555</td>
<td>Rusty Lighting</td>
<td>Apt 23B, MyPlace MO 61666</td>
</tr>
<tr>
<td>6166666666</td>
<td>Mickey Two</td>
<td>Waltz Street, Steer City MO 66366</td>
</tr>
</tbody>
</table>
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)

<table>
<thead>
<tr>
<th>Digits</th>
<th>1</th>
<th>2</th>
<th>1</th>
<th>2</th>
<th>1</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>9</td>
<td>1</td>
<td>7</td>
</tr>
</tbody>
</table>

Sum the products:

- 5
- 6
- 4
- 4
- 0
- 18
- 1
- 6
- \( \pm 14 \)
- 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
- 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 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

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, . . .

<table>
<thead>
<tr>
<th>X</th>
<th>1</th>
<th>2</th>
<th>1</th>
<th>2</th>
<th>1</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Sum the products:

1
6
4
10
7
16
9
0
+ 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.

Amount Paid: 000594800

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

<table>
<thead>
<tr>
<th>X</th>
<th>1</th>
<th>2</th>
<th>1</th>
<th>2</th>
<th>1</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>9</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Sum the products:

0
0
0
10
9
8
8
0
+ 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.

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, . . .

<table>
<thead>
<tr>
<th>X</th>
<th>1</th>
<th>2</th>
<th>1</th>
<th>2</th>
<th>1</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>5</td>
<td>9</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Sum the products:

0
0
0
10
9
8
8
0
+ 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.
If you pay by check, you authorize the Department of Revenue to process the check electronically. Any returned check may be presented again electronically.

<table>
<thead>
<tr>
<th>Federal Employer Identification Number</th>
<th>Taxable Year Ending (MM/DD/YYYY)</th>
<th>Due Date (MM/DD/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Estate or Trust</td>
<td>1. Amount of payment</td>
<td>$ 3 0 0</td>
</tr>
<tr>
<td></td>
<td>(U.S. funds only)</td>
<td></td>
</tr>
<tr>
<td>Name and Title of Fiduciary</td>
<td>2. Vendor Code (3 digits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use the assigned digits</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>3. DOR USE (6 zeros)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use the digits “103”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. FEIN (9 digits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Check Digit (1 digit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6. Name Control(8 digits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7. Check Digit (1 digit)</td>
<td>Always ends with two zeros</td>
</tr>
<tr>
<td></td>
<td>8. Tax Period (6 digits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9. Amount Paid (9 digit)</td>
<td></td>
</tr>
</tbody>
</table>

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

Form MO-1040V (Revised 12-2021)

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

**Social Security Number**

- [ ] [ ] [ ]

**Name Control**

- [ ] [ ] [ ]

**Spouse’s Social Security Number**

- [ ] [ ] [ ]

**Name Control**

- [ ] [ ] [ ]

**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**

- [ ] [ ] [ ]

---

**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 Tax I.D. Number

Federal Employer I.D. Number

Taxable Year Ending (MM/DD/YY)

Due Date (MM/DD/YY)

Amount of this installment

(U.S. funds only) 

$ 123456789.00

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.

Business Name

Address (Number and Street)

City, State, and ZIP Code

Department Use Only

023 000000 000 12345678 22

0 0 0 0 0 0 0 0 1 2 3 4 5 6 7

1. Sort Pattern (3 digits)
2. DOR USE (6 zeros)
3. Vendor Code (3 digits)
4. MO I.D. Number (8 digit)
5. Tax Year (YY) (2 digits)
6. Amount of Installment (11 digit)
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.

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 Tax I.D. Number

Federal Employer I.D. Number

Due Date (MM/DD/YY)

Amount of this installment

U.S. funds only.

\$123456789 00

Amount must be "21"

Always ends with two zeros

Due Date (MM/DD/YY)

Business Name

Address (Number and Street)

City, State, and ZIP Code

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.
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) $ 56300

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.