Missouri Department of Revenue

2019 Remittance Voucher Specifications

Contents

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: Forms Group and Graphics
301 West High Street, Room 225
Jefferson City, MO 65101

2018 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 "18". The year is updated to 2018 and the due date is April 15, 2019.

3. Form MO-1040ES - Be sure the Tax Year in the scanline is "19". The year is updated to 2019 and the due dates are:
1st Quarter - April 15, 2019
2nd Quarter - June 17, 2019
3rd Quarter - September 16, 2019
4th Quarter - January 15, 2020.

4. Form MO-1041V - Be sure the Tax Year in the scanline is "18". The year is updated to 2018.

5. Form MO-1120ES - Be sure the Tax Year in the scanline is "19". The year is updated to 2019.

6. Form MO-1120V - Be sure the Tax Year in the scanline is "18". The year is updated to 2018 and the due date is April 15, 2019.

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

Missouri Tax I.D.	Name	Address
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)

SSN	Name	Address
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

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 charaters 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, . . .

	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 ÷ 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
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 ÷ 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.

Form
MO-1041V

Missouri Department of Revenue
2018 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

Name and Title of Fiduciary

1. Amount of payment (U.S. funds only) $ ∃ 0 0

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 (12-2018)

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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103 098 000000 1234567890 100103118 201812 000000300 7

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

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

**2018 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, 2019 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). . . . . $ 1234567 . 0 0

18347010001

Department Use Only

Department Use Only

Form MO-1040V (Revised 12-2018)

055 000 000000 1234567890 123456789 1234567890 18 123456700 0

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

1. Source Code (3 digits)
   Use the digits "055"
2. Vendor Code (3 digits)
   Use the assigned digits
3. DOR USE (6 zeros)
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 "18".
11. Amount Paid (9 digits)
    Always ends with two zeros
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.

Missouri Department of Revenue
2019 Declaration of Estimated Tax for Individuals (Form MO-1040ES)

19352010001

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

Social Security Number

☐ - ☐ - ☐

Name Control

Spouse's Social Security Number

☐ - ☐ - ☐

Name Control

Amount Paid . . . . $ 1234567 . 0 0

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.

Your Name (Last, First, Initial)

Spouse's Name (Last, First, Initial)

Department Use Only

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

(Revised 12-2018)

250 000 000000 1234567890 123456789 1234567890 19 123456700 0

1 **2** **3** **4** **5** **6** **7** **8** **9 10** **11** **12**

1. Source Code (3 digits)
   Use the digits "250"
2. Vendor Code (3 digits)
   Use the assigned digits
3. DOR USE (6 zeros)
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 "19".
11. Amount Paid (9 digits)
    Always ends with two zeros
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.

Missouri Department of Revenue
2019 Declaration Of Estimated Tax for
Corporation Income Tax (Form MO-1120ES)

19119010001

Missouri Tax I.D. Number

Taxable Year Ending (MM/DD/YY)

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

Federal Employer I.D. Number

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)

Department Use Only

City, State, and ZIP Code

(Revised 12-2018)

023 000000 000 12345678 19 12345678900 1

| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

1. Sort Pattern (3 digits)
   Use the digits "023"
2. DOR USE (6 zeros)
3. Vendor Code (3 digits)
   Use the assigned digits)
4. MO I.D. Number (8 digit)
5. Tax Year (YY) (2 digits)
   Should be "19"
6. Amount of Installment (11 digit)
   Always ends with two zeros
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.

Missouri Department of Revenue
**2018 Corporate Income Tax
Payment Voucher (Form MO-1120V)**

18120010001

Missouri Tax I.D. Number

Taxable Year Ending (MM/DD/YY)

Federal Employer I.D. Number

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)

**Department
Use Only**

City, State, and ZIP Code

| 000 | 087 | 000000 | 000000 | 000000 | 000000 | 0 | 12345678 | 18 | 12345678900 | 0 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

1. Vendor Code (3 digits)
   Use the assigned digits
2. Sort Pattern (3 digits)
   Use the digits "087"
3. DOR USE (6 zeros)
4. DOR USE (6 zeros)
5. DOR USE (6 zeros)
6. DOR USE (6 zeros)
7. Zero
8. MO Tax I.D. Nmber (8 digits)
9. Tax Year (YY) (2 digits)
   Should be "18"
10. Amount of installment (9 digits)
    Always ends with two zeros
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 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.

Form MO-941

Missouri Department of Revenue
Employer's Return of Income Taxes Withheld

Filing Frequency	Tax Period (MMYY)
	0119

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)

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

Department Use Only   *

000056300   000600   000056900   12345678201901

| 1 | 2 | 3 | 4 | 5 | 6 |

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 (YYYY) (4 digits) Should be "2019"
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 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.

10 x 6 Grid Sample - Form MO-1040V

Missouri Department of Revenue

2018 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, 2019 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)............ $ _____ . 00

18347010001

Department Use Only

Department Use Only

Form MO-1040V (Revised 12-2018)

10 x 6 Grid Sample - Form MO-1040ES

Missouri Department of Revenue

2019 Declaration of Estimated Tax for Individuals (Form MO-1040ES)

19352010001

Social Security Number

— —

Name Control

Spouse's Social Security Number

— —

Name Control

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

Amount Paid . . . . $ _____ . 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.

Your Name (Last, First, Initial)

Spouse's Name (Last, First, Initial)

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

Department Use Only

(Revised 12-2018)

10 x 6 Grid Sample - Form MO-1120ES

Missouri Department of Revenue

2019 Declaration Of Estimated Tax for Corporation Income Tax (Form MO-1120ES)

19119010001

Missouri Tax I.D. Number

Taxable Year Ending (MM/DD/YY)

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

Federal Employer I.D. Number

Due Date (MM/DD/YY)

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

Department Use Only

City, State, and ZIP Code

(Revised 12-2018)

10 x 6 Grid Sample - Form MO-1120V

Missouri Department of Revenue
2018 Corporate Income Tax
Payment Voucher (Form MO-1120V)

18120010001

Missouri Tax I.D. Number

Taxable Year Ending (MM/DD/YY)

Federal Employer I.D. Number

Due Date (MM/DD/YY)

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

Department Use Only

City, State, and ZIP Code