# DEPARTMENT OF REVENUE

## Specifications for Individual Vouchers (9/10/24)

#### Ink Color:

## Black 100%

Voucher Size:

8 1/2 in. wide x 3 2/3 in. high

## Font:

Calibri 10pt (or similar sans-serif) unless otherwise indicated. Copy example exactly.

#### Voucher Payment Type Title:

- Calibri 12pt bold
- See table on page 2 for voucher types

#### Your 4-Digit Vendor ID:

- Last digit: 3 1/2 in. from right edge
- Baseline: 3 in. from bottom

#### Preparer Tax Identification Number:

- Must be nine digits (may have leading character)
- Colon required after title: 2 in. from right edge
- Last digit: 1/2 in. from right edge
- Baseline: 2 1/2 in. from bottom

#### Social Security Number:

- Must be nine digits
- Colon required after title: 2 in. from right edge
- *Last digit:* 1/2 in. from right edge
- Baseline: 2 in. from bottom

## Spouse's Social Security Number:

## • Must be nine digits

- Colon required after title: 2 in. from right edge
- Last digit: 1/2 in. from right edge
- Baseline: 1 3/4 in. from bottom

## Tax-Year End:

- Must be 6 digits • Colon required after title: 2 in. from right edge
- Calendar or fiscal year end (mmddyy)
- *Last digit:* 1/2 in. from right edge
- Baseline: 1 1/2 in. from bottom

## Amount of Check:

- Courier or Courier New 12pt
- Colon required after title: 2 in. from right edge
- Last cents field: 1/2 in. from right edge with one space separating cents from dollars
- Baseline: 1 in. from bottom
- No commas or decimals

## Scan Line:

- Must be 66 digits
- Courier or Courier New 12pt
- Starts: 7 3/4 in. from right edge
- Baseline: 1/2 in. from bottom
- See additional scan line specs

#### Graphics: Graphics available from our website at www.revenue.state.mn.us.

## Send samples to:

Email (PDF): Efile.FormApproval@state.mn.us Mail: Minnesota Department of Revenue Tax Operations - Form Approval Mail Station 4100 600 N. Robert St. St. Paul, MN 55146-4100

		1004		
DEPARTMENT OF REVENUE	+	1234		
Voucher Title		Preparer Tax Identification Number:	P23456789	
TAXPAYER-NAME		Social Security -	- — — — — — <del> </del> — <del> </del> — -	
NAME 2		Number (required):	123456789	
ADDRESS		Spouse's Social Security Number:	987654321	
CITY, STATE ZIP CODE				
Make check payable to:			mmddyy	
Minnesota Revenue				
Voucher type address	-5	Amount_of_Check:	00000000	
00102000000000000	0000012312430001234	56789130009876543211000	0001234	

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# Individual Income Tax Voucher Types

The table below lists all Individual Income Tax voucher types with fields that are specific to the voucher type. Any fields not listed on this table remain constant for all individual vouchers.

Voucher Title	Voucher Mailing Address	Scan Line Tax Type	Scan Line Extension
Income Tax Extension Payment	P.O. Box 64058, St. Paul, MN 55164-0058	001	01
Individual Estimated Tax Payment	P.O. Box 64037, St. Paul, MN 55164-0037	001	00
Income Tax Return Payment	P.O. Box 64054, St. Paul, MN 55164-0054	001	02
Amended Income Tax Return Payment	Mail Station 1060, 600 N. Robert St., St. Paul, MN 55146-1060	001	03

# **Required Voucher Approval Scenarios**

You must receive approval before reproducing vouchers.

Submit 3 samples for each voucher listed on the table above with fictitious names, Social Security numbers, tax-year end dates, check amounts and scan lines for testing.

**Required scenarios:** 

- Only Taxpayer Social Security number is entered; no Spouse's Social Security number.
- Both Taxpayer Social Security number and Spouse's Social Security number begin with a leading zero.

Fictitious information must be different on each sample.

Please test and verify that invalid data cannot be entered. Make sure the scan line cannot have an invalid tax-year end, or blank space for the ID field.

Note: Form must be placed at bottom of 8½ x 11 inch page with instructions at the top. SUBMIT CONTENT OF ENTIRE PAGE. See the sample form on page 4.



## Scan Line Specifications for Individual Income Tax Vouchers

Field Element	Number of Digits	Description
Tax type	3	001
Extension code	2	02 (to indicate a return payment)
Filler	17	00000000000000
Tax-year end date	6	Last day of tax year (mmddyy)
ID type	1	3 (to indicate a Social Security number is being used)
Filler	3	000
Taxpayer ID #1	9	Primary taxpayer's Social Security number (field must have 9 digits AND cannot be masked)
Check digit #1	1	See "How to Calculate the Check Digit" below.
Joint ID type	1	0 or 3 (use 0 if primary SSN is used only; use 3 if joint SSN is included)
Filler	3	000
Taxpayer ID #2	9	Secondary Social Security number if joint filers or 000000000 if not joint
		(field must have 9 digits)
Check digit #2	1	See "How to Calculate the Check Digit" below.
Filler	6	00000
Vendor ID number	4	Your four-digit vendor ID number assigned to you by the department.
TOTAL	66	Scan line <u>must</u> be 66 digits

## Sample scan line for 2024 individual income tax payment

001020000000000000000123124300012345678910000000000000000001234

## Sample scan line for 2024 individual income tax payment (joint filers)

Note: The scan line is the most important part of the voucher. If any part of the scan line is masked, processing may be delayed.

# How to Calculate the Check Digit

The check digit is a MOD 10 number. To calculate it, start with the "basic key field," a 13-digit number composed of the ID type (one digit), filler (three digits) and taxpayer ID (nine digits). Then do the following steps:

- Step 1. Multiply the left-most digit and every alternate position of the basic key field by two.
- Step 2. Add the digits from Step 1 to the digits in the basic key field not multiplied by two.
- Step 3. Subtract the total in Step 2 from the next higher number ending in zero. The difference is the check digit.

(Note: If the difference equals 10, the check digit is zero.)

ID Type	and Filler = 3000Taxpayer ID = 123456	5789																		
	Basic key field	=	3		0		0	C	)	1		2		3	4	5	6	7	8	9
	Alternate digits																			
	(starting with left-most digit)	=	3				0			1				3		5		7		9
Step 1.	Multiply alternate digits by two		6				0			2				6		10		14		18
Step 2.	Add digits in Step 1 to the digits not multiplied by two		6	+	0	+	0 -	⊦ C	) +	2	+	2	+	6 +	4 + (	(1+0) +	6+(	1+4) +	8 +	(1+8)
Step 3.	Subtract total in Step 2 from the next higher number ending in zero <b>The check digit is 1.</b>		50	- 4	9 =	1														

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# **Income Tax Return Payment**

# **Pay by Check**

- Make your check payable to "Minnesota Revenue."
- Print the last four digits of your Social Security number in the memo line of your check.
- Mail your payment and the voucher below to the address on the voucher.

**Note:** Your payment may be delayed if your voucher information is missing or incorrect. When printing the voucher, set your printer to "Actual size" (not "Shrink oversized pages").

# Scan Line

The scan line is the most important part of the voucher. When submitting your voucher make sure the scan line:

- Is printed with 66 digits characters, symbols, or masking are unacceptable.
- Is not cut off or missing.

# **Pay Electronically**

- Pay electronically from your bank account. Go to **www.revenue.state.mn.us** and type **make a payment** into the Search box. Choose **Bank Account** from the menu. We do not charge for this service.
- Pay by credit card or debit card. Go to **www.revenue.state.mn.us** and type **make a payment** into the Search box. Choose **Credit or Debit Card** from the menu. A third party processes these payments and charges a fee for this service.
- Pay by ACH credit transfer through your financial institution. Go to **www.revenue.state.mn.us** and type **ACH Credit** into the Search box.

	g this line to detach. e electronic fund transfer from your account.	
DEPARTMENT OF REVENUE	Preparer Tax	
Income Tax Return Payment	Iden fification Number:	P23456789
TAXPAYER NAME NAME 2 ADDRESS CITY, STATE ZIP CODE	Social Security Number (required): Spouse's Social Security Number:	123456789 987654321
Make check payable to: Minnesota Revenue	Tax-Year End:	123124
P.O. Box 64054, St. Paul, MN 55164-0054	Amount of Check:	00000000 00

00102000000000000000012312430001234567891300098765432110000001234