

Guidelines and Specifications for Reproducing Scannable Payment Vouchers for the Montana Department of Revenue

Produced by

**The Montana Department of Revenue
Forms Design Team**



November 2009

CONTENTS

Guidelines	1
Specifications	1
Section I. Montana Department of Revenue Payment Voucher Specifications.	2
Section II. Montana Department of Revenue Scan Line Specifications	3
Section III. Montana Department of Revenue Payment Voucher Grids.	6
Section IV. Montana Department of Revenue Check Digit Routine	8

Guidelines

To ensure accurate and efficient payment processing for the citizens of Montana, we ask that you follow our guidelines and adhere to our specifications for developing scannable vouchers.

- ▶ Please provide us with **ten** copies of each voucher you intend to reproduce.
- ▶ Send your vouchers to:
 Montana Department of Revenue
 Forms Design Team
 2517 Airport Road
 Helena, MT 59601
- ▶ Please print your vouchers on a minimum of 20# paper.
- ▶ Please cut your vouchers to 3-1/2" X 8-1/2". See our sample grids for orientation.

Our goal is to approve or disapprove your submissions within *five to ten business days* of receipt. We will email approvals, or requests for resubmission if we cannot approve your vouchers. If we do require you to resubmit, we will provide adequate information for you to make the necessary corrections or adjustments.

If you have questions or comments about our requirements or our approval process, please email us at ***DORFormsDesignTeam@mt.gov***, call us **toll free (866) 859-2254** (in Helena, 444-6900) or write us at the address above.

Specifications

Please refer to these tables and grids when creating your Montana Department of Revenue vouchers.

Section I. Montana Department of Revenue Payment Voucher Specifications. This table provides our specifications for fields, grid lines, field widths, characters and font for these vouchers: MW-1, IT, FID, PT and CT.

Section II. Montana Department of Revenue Scan Line Specifications. This table provides our specification for fixed and variable fields, and character number and positioning for these vouchers: MW-1 (Accelerated, Monthly and Annual*), CT, PT, FID and IT. *Please use the MW-1 for annual filers format to create the MW-1 voucher included with the MW-3.

Section III. Montana Department of Revenue Payment Voucher Grids. These grids are examples of field and character placement and correspond to the positions referenced in the tables of Sections I and II, for these vouchers: MW-1, FID, IT, PT and CT.

Section IV. Montana Department of Revenue Check Digit Routine. Please use these instructions to determine your check digits.

Section I. Montana Department of Revenue Payment Voucher Specifications

MW-1 PAYMENT VOUCHER

Field	Vertical Grid Line	Horizontal Grid Line	Field Width	Character Type	Font Name	Font Size	Font Style
Scan line	63	31-80	50	alphanumeric	OCR A extended	12 pt	regular
Amount Paid (Please do not use commas.):							
dollars	60	70-77	8	numeric	OCR A extended	12 pt	regular
decimal	60	78	1	.	OCR A extended	12 pt	regular
cents	60	79-80	2	numeric	OCR A extended	12 pt	regular
FEIN	57	72-80	9	numeric	OCR A extended	12 pt	regular
Period End Date:							
month	54	71-72	2	numeric	OCR A extended	12 pt	regular
day	54	74-75	2	numeric	OCR A extended	12 pt	regular
year	54	77-80	4	numeric	OCR A extended	12 pt	regular
Employer Name	51	29-62	34	alphanumeric	OCR A extended	12 pt	regular
Account id	50	32-44	13	alphanumeric	OCR A extended	12 pt	regular
Vendor id	48	12-15	4	alphanumeric	Courier	10 pt	regular

IT, FID, PT and CT PAYMENT VOUCHERS

Field	Vertical Grid Line	Horizontal Grid Line	Field Width	Character Type	Font Name	Font Size	Font Style
Scan line	63	31-80	50	alphanumeric	OCR A extended	12 pt	regular
Amount Paid (Please do not use commas.):							
dollars	60	70-77	8	numeric	OCR A extended	12 pt	regular
decimal	60	78	1	.	OCR A extended	12 pt	regular
cents	60	79-80	2	numeric	OCR A extended	12 pt	regular
FEIN/SSN	57	72-80	9	numeric	OCR A extended	12 pt	regular
Period End Date:							
month	54	71-72	2	numeric	OCR A extended	12 pt	regular
day	54	74-75	2	numeric	OCR A extended	12 pt	regular
year	54	77-80	4	numeric	OCR A extended	12 pt	regular
Taxpayer name	51	29-62	34	alphanumeric	OCR A extended	12 pt	regular
Payment Type:							
current year	50	10	1	X	OCR A extended	12 pt	bold
estimated	53	10	1	X	OCR A extended	12 pt	bold
extension	56	10	1	X	OCR A extended	12 pt	bold
amended	59	10	1	X	OCR A extended	12 pt	bold
Vendor id	48	12-15	4	alphanumeric	Courier	10 pt	regular

Section II. Montana Department of Revenue Scan Line Specifications

FORM MW-1 PAYMENT VOUCHERS - ACCELERATED FILERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	77		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	07		2	6 and 7
Account Identifier	04		2	8 and 9
Account ID		4012002003WTH	13	10 through 22
Check Digit 1		0	1	23
Period End	00000000		8	24 through 31
Check Digit 2	0		1	32
Payment Type	RTNWTH		6	33 through 38
Check Digit 3	6		1	39
Money Amount		0000000000	10	40 through 49
Check Digit 4		0	1	50

FORM MW-1 PAYMENT VOUCHERS - MONTHLY FILERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	75		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	07		2	6 and 7
Account Identifier	04		2	8 and 9
Account ID		4012002003WTH	13	10 through 22
Check Digit 1		4	1	23
Period End		12312006	8	24 through 31
Check Digit 2		6	1	32
Payment Type	RTNWTH		6	33 through 38
Check Digit 3	6		1	39
Money Amount		0000000000	10	40 through 49
Check Digit 4		0	1	50

FORM MW-1 PAYMENT VOUCHERS - ANNUAL FILERS*

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	75		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	07		2	6 and 7
Account Identifier	04		2	8 and 9
Account ID		4012002003WTH	13	10 through 22
Check Digit 1		4	1	23
Period End		12312006	8	24 through 31
Check Digit 2		6	1	32
Payment Type	RTNWTH		6	33 through 38
Check Digit 3	6		1	39
Money Amount		0000000000	10	40 through 49
Check Digit 4		0	1	50

*Use the annual filer scan line specifications for the MW-1 voucher that is included in Form MW-3.

Section II. Montana Department of Revenue Scan Line Specifications

FORM CT PAYMENT VOUCHERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	78		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	03		2	6 and 7
Account Identifier	06		2	8 and 9
Account ID	00000000000000		13	10 through 22
Check Digit 1	1		1	23
Period End		00000000	8	24 through 31
Check Digit 2		0	1	32
Payment Type	RTNPYM		6	33 through 38
Check Digit 3	5		1	39
Dollars		00000000	8	40 through 47
Cents		00	2	48 and 49
Check Digit 4		0	1	50

FORM PT PAYMENT VOUCHERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	79		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	03		2	6 and 7
Account Identifier	06		2	8 and 9
Account ID	00000000000000		13	10 through 22
Check Digit 1	9		1	23
Period End		00000000	8	24 through 31
Check Digit 2		0	1	32
Payment Type	RTNPYM		6	33 through 38
Check Digit 3	5		1	39
Dollars		00000000	8	40 through 47
Cents		00	2	48 and 49
Check digit 4		0	1	50

FORM FID PAYMENT VOUCHERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	80		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	03		2	6 and 7
Account Identifier	06		2	8 and 9
Account ID	00000000000000		13	10 through 22
Check Digit 1	6		1	23
Period End		00000000	8	24 through 31
Check Digit 2		0	1	32
Payment Type	RTNPYM		6	33 through 38
Check Digit 3	5		1	39
Dollars		00000000	8	40 through 47
Cents		00	2	48 and 49
Check Digit 4		0	1	50

Section II. Montana Department of Revenue Scan Line Specifications

FORM IT PAYMENT VOUCHERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	81		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	03		2	6 and 7
Account Identifier	06		2	8 and 9
Account ID	00000000000000		13	10 through 22
Check digit 1	4		1	23
Period End		00000000	8	24 through 31
Check digit 2		0	1	32
Payment Type	RTNPYM		6	33 through 38
Check digit 3	5		1	39
Dollars		00000000	8	40 through 47
Cents		00	2	48 and 49
Check digit 4		0	1	50

- ▶ The period end date for the MW-1 payment voucher is based on the taxpayer filing frequency. Annual filers should use the year end date; monthly filers should use the month end date; accelerated filers should use their pay period end date.
- ▶ The period end date field in the scanline for the accelerated payment vouchers must be hard coded with zeroes.
- ▶ The period end date for the IT, FID, PT and CT payment vouchers is the taxpayer year end date.
- ▶ The scanline character positions 48 and 49 are penny amounts; do not use these positions for anything other than pennies. If there are no pennies, fill these positions with zeroes.
- ▶ Calculate the value of the check digits as follows:
 - Check digit 1 - use the value of scanline character positions 1 through 22.
 - Check digit 2 - use the value of scanline character positions 24 through 31.
 - Check digit 3 - use the value of scanline character positions 33 through 38.
 - Check digit 4 - use the value of scanline character positions 40 through 49.

Section III. Montana Department of Revenue Payment Voucher Grids

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85
46	Form MW-1		Montana Withholding Tax		Payment Voucher		Please use this voucher to ensure proper credit of your payment.																																																																													
47	XXXX																																																																																			
48			Account ID XXXXXXXXXXXXXXX																																																																																	
49			Name XXX																																																																																	
50			Telephone No. _____																																																																																	
51			Write check to "Department of Revenue"		Period Ending Date		XX XX XXXX																																																																													
52																																																																																				
53					FEIN		XXXXXXXXXX																																																																													
54			Department of Revenue																																																																																	
55			PO Box 6309		Amount Paid		XXXXXXXX .XX																																																																													
56			Helena, MT 59604-6309																																																																																	
57							XX																																																																													
58																																																																																				
59																																																																																				
60																																																																																				
61																																																																																				
62																																																																																				
63																																																																																				
64																																																																																				
65																																																																																				
66																																																																																				

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85
46	Form-FID		Montana Estate or Trust Tax		Payment Voucher		Please use this voucher to ensure proper credit of your payment. Also, write your federal identification number and tax year on your check.																																																																													
47	XXXX																																																																																			
48	X	1. Current Year	Name XXX																																																																																	
49	X	2. Estimated	Telephone # _____																																																																																	
50	X	3. Extension			5. Period Ending Date		XX XX XXXX																																																																													
51	X	4. Amended	Department of Revenue		6. FEIN		XXXXXXXXXX																																																																													
52			PO Box 8021		7. Amount Paid		XXXXXXXX .XX																																																																													
53			Helena, MT 59604-8021																																																																																	
54							XX																																																																													
55																																																																																				
56																																																																																				
57																																																																																				
58																																																																																				
59																																																																																				
60																																																																																				
61																																																																																				
62																																																																																				
63																																																																																				
64																																																																																				
65																																																																																				
66																																																																																				

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85
46	Form-IT		Montana Individual Income Tax		Payment Voucher		Please use this voucher to ensure proper credit of your payment. Also, write your social security number and tax year on your check.																																																																													
47	XXXX																																																																																			
48	X	1. Current Year	Name XXX																																																																																	
49	X	2. Estimated	Telephone # _____																																																																																	
50	X	3. Extension			5. Period Ending Date		XX XX XXXX																																																																													
51	X	4. Amended	Department of Revenue		6. SSN		XXXXXXXXXX																																																																													
52			PO Box 6308		7. Amount Paid		XXXXXXXX .XX																																																																													
53			Helena, MT 59604-6308																																																																																	
54							XX																																																																													
55																																																																																				
56																																																																																				
57																																																																																				
58																																																																																				
59																																																																																				
60																																																																																				
61																																																																																				
62																																																																																				
63																																																																																				
64																																																																																				
65																																																																																				
66																																																																																				

Section III. Montana Department of Revenue Payment Voucher Grids

46		Form-PT	Montana Pass-Through Entity Tax		
47		XXXX	Payment Voucher	Please use this voucher to ensure proper credit of your payment. Also, write your federal identification number and tax year on your check.	
48					
49					
50		X	1. Current Year		
51			Name XX		
52			Telephone # _____		
53		X	2. Estimated		
54				5. Period Ending Date	XX XX XXXX
55					
56		X	3. Extension		
57				6. FEIN	XXXXXXXXXX
58					
59		X	4. Amended	Department of Revenue	
60				PO Box 8021	
61				Helena, MT 59604-8021	7. Amount Paid
62					XXXXXXXXXX.XX
63					XX
64					
65					
66					

46		Form-CT	Montana Corporation License Tax		
47		XXXX	Payment Voucher	Please use this voucher to ensure proper credit of your payment. Also, write your federal identification number and tax year on your check.	
48					
49					
50		X	1. Current Year		
51			Name XX		
52			Telephone # _____		
53		X	2. Estimated		
54				5. Period Ending Date	XX XX XXXX
55					
56		X	3. Extension		
57				6. FEIN	XXXXXXXXXX
58					
59		X	4. Amended	Department of Revenue	
60				PO Box 8021	
61				Helena, MT 59604-8021	7. Amount Paid
62					XXXXXXXXXX.XX
63					XX
64					
65					
66					

Section IV. Montana Department of Revenue Check Digit Routine

To compute the check digit, follow the steps below in the order given.

- ▶ Right justify the number and pad the field on the left with zeroes for the maximum length of the field.

Example: 7511407044012002003WTH

Alpha characters are numbered as follows:

A = 1	E = 5	I = 9	M = 13	Q = 17	U = 21	Y = 25
B = 2	F = 6	J = 10	N = 14	R = 18	V = 22	Z = 26
C = 3	G = 7	K = 11	O = 15	S = 19	W = 23	
D = 4	H = 8	L = 12	P = 16	T = 20	X = 24	

- ▶ Begin at the first digit on the left and alternately multiply each number by 1 and 2.

Example Digit	Number Value	Weight Value	Product (Number Value multiplied by Weight Value)		
7	7	x 1	=	7	
5	5	x 2	=	10	
1	1	x 1	=	1	
1	1	x 2	=	2	
4	4	x 1	=	4	
0	0	x 2	=	0	
7	7	x 1	=	7	
0	0	x 2	=	0	
4	4	x 1	=	4	
4	4	x 2	=	8	
0	0	x 1	=	0	
1	1	x 2	=	2	
2	2	x 1	=	2	
0	0	x 2	=	0	
0	0	x 1	=	0	
2	2	x 2	=	4	
0	0	x 1	=	0	
0	0	x 2	=	0	
3	3	x 1	=	3	
W	23	x 2	=	46	
T	20	x 1	=	20	
H	8	x 2	=	16	

Sum of the products: 136

- ▶ Add the products of your calculations; then, subtract the sum of the products from the next highest multiple of 10. For example:

Next highest multiple of 10: 140
 Minus sum of products: 136
 Check Digit equals: 4

