

Business Voucher Types

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

| Voucher Title | Voucher Mailing Address | Scan Line Tax Type | Scan Line Extension |
|--------------------------------------|--|--------------------|---------------------|
| Corporation Estimated Tax Payment | Mail Station 1275, St. Paul, MN 55146-1275 | 010 | 00 |
| Corporation Return Payment | Mail Station 1275, St. Paul, MN 55146-1275 | 010 | 02 |
| Corporation Amended Return Payment | Mail Station 1275, St. Paul, MN 55146-1275 | 010 | 03 |
| Corporation Extension Payment | Mail Station 1275, St. Paul, MN 55146-1275 | 010 | 01 |
| Fiduciary Estimated Tax Payment | Mail Station 1275, St. Paul, MN 55146-1275 | 012 | 00 |
| Fiduciary Return Payment | Mail Station 1275, St. Paul, MN 55146-1275 | 012 | 02 |
| Fiduciary Amended Return Payment | Mail Station 1275, St. Paul, MN 55146-1275 | 012 | 03 |
| Fiduciary Extension Payment | Mail Station 1275, St. Paul, MN 55146-1275 | 012 | 01 |
| Partnership Estimated Tax Payment | Mail Station 1765, St. Paul, MN 55146-1765 | 046 | 00 |
| Partnership Return Payment | Mail Station 1765, St. Paul, MN 55146-1765 | 046 | 02 |
| Partnership Amended Return Payment | Mail Station 1765, St. Paul, MN 55146-1765 | 046 | 03 |
| Partnership Extension Payment | Mail Station 1765, St. Paul, MN 55146-1765 | 046 | 01 |
| S Corporation Estimated Tax Payment | Mail Station 1765, St. Paul, MN 55146-1765 | 047 | 00 |
| S Corporation Return Payment | Mail Station 1765, St. Paul, MN 55146-1765 | 047 | 02 |
| S Corporation Amended Return Payment | Mail Station 1765, St. Paul, MN 55146-1765 | 047 | 03 |
| S Corporation Extension Payment | Mail Station 1765, St. Paul, MN 55146-1765 | 047 | 01 |
| UBIT Estimated Tax Payment | Mail Station 1257, St. Paul, MN 55146-1257 | 068 | 00 |
| UBIT Return Payment | Mail Station 1257, St. Paul, MN 55146-1257 | 068 | 02 |
| UBIT Amended Return Payment | Mail Station 1257, St. Paul, MN 55146-1257 | 068 | 03 |
| UBIT Extension Payment | Mail Station 1257, St. Paul, MN 55146-1257 | 068 | 01 |

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, Minnesota tax ID numbers, tax-year end dates, check amounts and scan lines for testing.

Required scenario: Minnesota tax ID number begins 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 Business Vouchers

| Field element | Number of digits | Description |
|------------------|------------------|---|
| Tax type | 3 | 010 |
| Extension code | 2 | 02 (to indicate a return payment) |
| Filler | 17 | 00000000000000000 |
| Period end date | 6 | Last day of tax year (mmddyy) |
| Filler | 6 | 000000 |
| Minnesota tax ID | 7 | Minnesota tax ID (field must have 7 digits AND cannot be masked) |
| Check digit | 1 | See "How to calculate the check digit" below |
| Filler | 20 | 00000000000000000000 |
| Vendor ID code | 4 | Your 4-digit vendor ID |
| TOTAL | 66 | Scan line <u>must</u> be 66 digits |

Sample scan line for corporation return voucher:

01002000000000000000000000123123000000345678910000000000000000000000001234

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

To calculate the check digit, start with the Minnesota tax ID (seven digits).

Then do the following steps:

Step 1. Multiply the left-most digit and every alternate position of the Minnesota tax ID 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.)

Example

Minnesota tax ID = 3456789

| | | | | | | | | |
|---|---|--|---|----|---|----|---|----|
| Basic key field | = | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Alternate digits (starting with left-most digit) | = | 3 | | 5 | | 7 | | 9 |
| Step 1. Multiply alternate digits by two | | 6 | | 10 | | 14 | | 18 |
| Step 2. Add digits in Step 1 to the digits not multiplied by two | | 6 + 4 + (1+0) + 6 + (1+4) + 8 + (1+8) = 39 | | | | | | |
| Step 3. Subtract total in Step 2 from the next higher number ending in zero | | 40 - 39 = 1 | | | | | | |
| The check digit is 1. | | | | | | | | |

