Specifications for Business Vouchers (9/1/21)

**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:**
• Must be nine digits (may have leading character)
• 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)
• Last digit: 1/2 in. from right edge
• Baseline: 2 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

**Minnesota Tax ID:**
• Must be seven digits
• Colon required after title: 2 in. from right edge
• Last digit: 1/2 in. from right edge
• Baseline: 2 in. from bottom

**Federal ID:**
• 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

**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

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**Voucher Title**

**TAXPAYER NAME**

**CONTACT NAME AND PHONE**

**ADDRESS**

**CITY, STATE ZIP CODE**

**Make check payable to:**
Minnesota Revenue
Voucher type address

**Preparer Tax Identification Number:**
P23456789

**Minnesota Tax ID** (required):
3456789

**Federal ID:**
987654321

**Tax-Year End:**
mmddyy

**Amount of Check:**
00000000.00

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Cut carefully along this line to detach.
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.

<table>
<thead>
<tr>
<th>Voucher Title</th>
<th>Voucher Mailing Address</th>
<th>Scan Line Tax Type</th>
<th>Scan Line Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation Estimated Tax Payment</td>
<td>Mail Station 1275, St. Paul, MN 55145-1275</td>
<td>010</td>
<td>00</td>
</tr>
<tr>
<td>Corporation Return Payment</td>
<td>Mail Station 1275, St. Paul, MN 55145-1275</td>
<td>010</td>
<td>02</td>
</tr>
<tr>
<td>Corporation Amended Return Payment</td>
<td>Mail Station 1275, St. Paul, MN 55145-1275</td>
<td>010</td>
<td>03</td>
</tr>
<tr>
<td>Corporation Extension Payment</td>
<td>Mail Station 1275, St. Paul, MN 55145-1275</td>
<td>010</td>
<td>01</td>
</tr>
<tr>
<td>Fiduciary Estimated Tax Payment</td>
<td>Mail Station 1275, St. Paul, MN 55145-1275</td>
<td>012</td>
<td>00</td>
</tr>
<tr>
<td>Fiduciary Return Payment</td>
<td>Mail Station 1275, St. Paul, MN 55145-1275</td>
<td>012</td>
<td>02</td>
</tr>
<tr>
<td>Fiduciary Amended Return Payment</td>
<td>Mail Station 1275, St. Paul, MN 55145-1275</td>
<td>012</td>
<td>03</td>
</tr>
<tr>
<td>Fiduciary Extension Payment</td>
<td>Mail Station 1275, St. Paul, MN 55145-1275</td>
<td>012</td>
<td>01</td>
</tr>
<tr>
<td>Partnership Estimated Tax Payment</td>
<td>Mail Station 1765, St. Paul, MN 55145-1765</td>
<td>046</td>
<td>00</td>
</tr>
<tr>
<td>Partnership Return Payment</td>
<td>Mail Station 1765, St. Paul, MN 55145-1765</td>
<td>046</td>
<td>02</td>
</tr>
<tr>
<td>Partnership Amended Return Payment</td>
<td>Mail Station 1765, St. Paul, MN 55145-1765</td>
<td>046</td>
<td>03</td>
</tr>
<tr>
<td>Partnership Extension Payment</td>
<td>Mail Station 1765, St. Paul, MN 55145-1765</td>
<td>046</td>
<td>01</td>
</tr>
<tr>
<td>S Corporation Estimated Tax Payment</td>
<td>Mail Station 1765, St. Paul, MN 55145-1765</td>
<td>047</td>
<td>00</td>
</tr>
<tr>
<td>S Corporation Return Payment</td>
<td>Mail Station 1765, St. Paul, MN 55145-1765</td>
<td>047</td>
<td>02</td>
</tr>
<tr>
<td>S Corporation Amended Return Payment</td>
<td>Mail Station 1765, St. Paul, MN 55145-1765</td>
<td>047</td>
<td>03</td>
</tr>
<tr>
<td>S Corporation Extension Payment</td>
<td>Mail Station 1765, St. Paul, MN 55145-1765</td>
<td>047</td>
<td>01</td>
</tr>
<tr>
<td>UBIT Estimated Tax Payment</td>
<td>Mail Station 1257, St. Paul, MN 55146-1257</td>
<td>068</td>
<td>00</td>
</tr>
<tr>
<td>UBIT Return Payment</td>
<td>Mail Station 1257, St. Paul, MN 55146-1257</td>
<td>068</td>
<td>02</td>
</tr>
<tr>
<td>UBIT Amended Return Payment</td>
<td>Mail Station 1257, St. Paul, MN 55146-1257</td>
<td>068</td>
<td>03</td>
</tr>
<tr>
<td>UBIT Extension Payment</td>
<td>Mail Station 1257, St. Paul, MN 55146-1257</td>
<td>068</td>
<td>01</td>
</tr>
<tr>
<td>Withholding Tax Deposit/Payment</td>
<td>P.O. Box 64439, St. Paul, MN 55164-0439</td>
<td>004</td>
<td>00</td>
</tr>
</tbody>
</table>

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.
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

<table>
<thead>
<tr>
<th>Basic key field</th>
<th>= 3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate digits (starting with left-most digit)</td>
<td>= 3</td>
<td>5</td>
<td>7</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

The check digit is 1.
Pay by Check
If you are not required to pay electronically, you can use this voucher to pay by check.
  • Make your check payable to “Minnesota Revenue.”
  • Print your Minnesota Tax ID 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.