



# Specifications for Business 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

**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

**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](http://www.revenue.state.mn.us).

**Send samples to:**  
Email (PDF): [Efile.FormApproval@state.mn.us](mailto: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

Cut carefully along this line to detach.		
Your check authorizes us to make a one-time electronic fund transfer from your account.		3 1/4 in.
1234		3 in.
<b>m DEPARTMENT OF REVENUE</b> <b>Voucher Title</b>		
Preparer Tax Identification Number: P23456789		2 1/2 in.
TAXPAYER NAME CONTACT NAME AND PHONE ADDRESS CITY, STATE ZIP CODE		
Minnesota Tax ID (required): 3456789		2 in.
Federal ID: 987654321		1 3/4 in.
Tax-Year End: mmddyy		1 1/2 in.
Make check payable to: Minnesota Revenue Voucher type address		
Amount of Check: 00000000 00		1 in.
010020000000000000000000123124000000345678910000000000000000000000001234		1/2 in.
8 in.	7 3/4 in.	0
4 1/2 in.	3 1/2 in.	2 in.
3/4 in.	1/2 in.	

## 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

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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 <b>AND</b> 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:

0100200000000000000000000123124000000345678910000000000000000000000001234

**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

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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						
<b>The check digit is 1.</b>								

## Corporation Return Payment

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### 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.

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Cut carefully along this line to detach.  
Your check authorizes us to make a one-time electronic fund transfer from your account.

1234

### Corporation Return Payment

TAXPAYER NAME  
CONTACT NAME AND PHONE  
ADDRESS  
CITY, STATE ZIP CODE

Make check payable to:  
Minnesota Revenue  
Mail Station 1275, St. Paul, MN 55146-1275

Preparer Tax Identification Number: P23456789  
Minnesota Tax ID (required): 3456789  
Federal ID: 987654321  
Tax-Year End: 123124

Amount of Check: 00000000 00

0100200000000000000000001231240000003456789100000000000000000000001234