DEPARTMENT OF REVENUE Specifications for Estate Tax 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 (or similiar sans serif)
- 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 1/2 in. from bottom

Decedent's Date of Death:

- Must be 6 digits
- · Colon required after title: 2 in. from right edge
- Date of death (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

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 DEPARTMENT 3 in. **OF REVENUE** Preparer Tax P23456789 Voucher Title Identification Number: 2 1/2 in. TAXPAYER NAME Social Security CONTACT NAME AND PHONE number (required): 123456789 2 in. ADDRESS CITY, STATE ZIP CODE Decedent's mmddyy Date of Death: 1 1/2 in. Make check payable to: Minnesota Revenue Mail Station 1315, St. Paul, MN 55146-1315 Amount of Check: 0000000000000 1 in. 072020000000000000000001012430001234567891000000000000000000012341/2 in. 8 in. 7 3/4 in. 0 4 1/2 in. 3 1/2 in. 2 in. 3/4 in. 1/2 in.



Estate Tax Voucher Types

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

Voucher Title	Scan Line Tax Type	Scan Line Extension
Estate Tax Return Payment	072	02
Estate Tax Amended Return Payment	072	03
Estate Tax Extension Payment	072	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, Social Security numbers, decedent's date of death, check amounts and scan lines for testing.

Required scenario: Taxpayer Social Security 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 Estate Tax Vouchers

Field element	Number of digits	Description
Tax type	3	072
Extension code	2	02 (to indicate a return payment)
Filler	17	00000000000000
Decedent's date of death	6	mmddyy (e.g., use 010124 for Jan. 1, 2024)
ID type	1	3 (to indicate a Social Security number is being used)
Filler	3	000
Taxpayer ID #1	9	Decedent'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.
Filler	20	000000000000000000000000000000000000000
Vendor ID number	4	Enter your four-digit number assigned to you by the department.
TOTAL	66	Scan line must be 66 digits

Sample scan line for estate voucher (using Jan. 1, 2024 as date of death)

07202000000000000000000101243000123456789100000000000000000001234

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.)

Example

ID Type and Filler = 3000Taxpayer ID = 123456789

	Basic key field	=	3	0	0		0	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	+	0	+ 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 The check digit is 1.		50 -	- 49 = :	1													

DEPARTMENT OF REVENUE

Estate Tax Return Payment

Pay by Check

- Make your check payable to "Minnesota Revenue."
- Print the last four digits of the 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.

	ng this line to detach. ne electronic fund transfer from your account.						
1234							
Estate Tax Return Payment	Preparer Tax Identification Number:	P23456789					
TAXPAYER NAME CONTACT NAME AND PHONE ADDRESS	Social Security number (required):	123456789					
CITY, STATE ZIP CODE Make check payable to:	Decedent's Date of Death:	010124					
Minnesota Revenue Mail Station 1315, St. Paul, MN 55146-1315	Amount of Check:	00000000 00					

0720200000000000000000101243000123456789100000000000000000001234