



Specifications for Withholding Tax Deposit/Payment Voucher (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 type

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

Period End Date: Must be 6 digits. Colon required after title: 2 in. from right edge. 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

Diagram of a sample voucher form with dimensions and fields. Fields include: 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, Period End Date: mmddyy, Amount of Check: 00000000 00. Dimensions: 8 in. x 3 2/3 in. with various field widths and heights.



Withholding Voucher Type

Any fields not listed on this table remain constant.

Voucher Title	Voucher Mailing Address	Scan Line Tax Type	Scan Line Extension
Withholding Tax Deposit/Payment	P.O. Box 64439, St. Paul, MN 55164-0439	004	00

Required Voucher Approval Scenarios

You must receive approval before reproducing vouchers. Submit 3 samples **of the voucher listed on the table above** with fictitious names, Minnesota tax ID numbers, period 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 period end date, 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 Withholding Tax Deposit/Payment Vouchers

Field element	Number of digits	Description
Tax type	3	004
Extension code	2	00
Filler	17	00000000000000000
Period end date	6	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 withholding tax deposit/payment voucher:

00400000000000000000000000000000123124000000345678910000000000000000000000001234

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
<hr/>								
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.								

Withholding Tax Deposit/Payment

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.

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

1234

Withholding Tax Deposit/Payment

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

Make check payable to:
Minnesota Revenue
P.O. Box 64439, St. Paul, MN 55164-0439

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

Amount of Check: 00000000 00

0040000000000000000000001231240000003456789100000000000000000000001234