



Specifications for Individual Vouchers (9/25)

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

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 in. from bottom

Spouse's 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: 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.

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		3 in.
m DEPARTMENT OF REVENUE		
Voucher Title	Preparer Tax Identification Number:	P23456789 2 1/2 in.
TAXPAYER NAME	Social Security Number (required):	123456789 2 1/4 in.
NAME 2	Spouse's Social Security Number:	987654321 2 in.
ADDRESS	Tax-Year End:	mmddyy 1 3/4 in.
CITY, STATE ZIP CODE	Amount of Check:	00000000.00 1 1/2 in.
Make check payable to:		
Minnesota Revenue		
Voucher type address		
00102000000000000000000012312530001234567891300098765432110000001234		1 in.
		1/2 in.
8 in.	7 3/4 in.	4 1/2 in.
		3 1/2 in.
		2 in.
		3/4 in.
		1/2 in.
		0

Individual Income Tax Voucher Types

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

Voucher Title	Voucher Mailing Address	Scan Line Tax Type	Scan Line Extension
Income Tax Extension Payment	P.O. Box 64058, St. Paul, MN 55164-0058	001	01
Individual Estimated Tax Payment	P.O. Box 64037, St. Paul, MN 55164-0037	001	00
Income Tax Return Payment	P.O. Box 64054, St. Paul, MN 55164-0054	001	02
Amended Income Tax Return Payment	Mail Station 1060, 600 N. Robert St., St. Paul, MN 55146-1060	001	03

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

Required scenarios:

- Only Taxpayer Social Security number is entered; no Spouse's Social Security number.
- Both Taxpayer Social Security number and Spouse's Social Security number begin 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.**

	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		50 – 49 = 1																								
	The check digit is 1.																										

Income Tax Return Payment

Pay by Check

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

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

1234

Income Tax Return Payment

TAXPAYER NAME
NAME 2
ADDRESS
CITY, STATE ZIP CODE

Make check payable to:
Minnesota Revenue
P.O. Box 64054, St. Paul, MN 55164-0054

Preparer Tax
Identification Number: P23456789

Social Security
Number (required): 123456789
Spouse's Social
Security Number: 987654321

Tax-Year End: 123125

Amount of Check: 00000000 00

00102000000000000000000012312530001234567891300098765432110000001234