Montana Department of
REVENUE

Guidelines and Specifications for Reproducing Scannable Payment Vouchers for the Montana Department of Revenue

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Produced by

The Montana Department of Revenue
Forms Design Team

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Guidelines

To ensure accurate and efficient payment processing for the citizens of Montana, the Department of Revenue requires that you follow our guidelines and adhere to our specifications for developing scannable vouchers.

- ► Please provide us with ten copies of each voucher you intend to reproduce.
- ► Send your vouchers to:

  Montana Department of Revenue
  Forms Design Team
  2517 Airport Road
  Helena, MT 59601

- ► Vouchers must be printed on a minimum of 20# paper.
- ► Vouchers must be cut to 3-1/2” X 8-1/2”. Please see our sample grids for orientation.

Our goal is to approve or disapprove your submissions within two business days of receipt. However, during peak payment processing, it may take longer due to the availability of our scanner for testing. If we disapprove your vouchers, we will provide adequate information for you to make the necessary corrections or adjustments.

If you have questions or comments about our requirements or our approval process, please email us at ***DORFormsDesignTeam@mt.gov***, call us **toll free (866) 859-2254** (in Helena, 444-6900) or write us at the address above.

Specifications

Please refer to these tables and grids when creating your Montana Department of Revenue vouchers.

Section I. Montana Department of Revenue Payment Voucher Specifications. This table provides our specifications for fields, grid lines, field widths, characters and font for these vouchers: MW-1, IT, FID, PT and CT.

Section II. Montana Department of Revenue Scan Line Specifications. This table provides our specification for fixed and variable fields, and character number and positioning for these vouchers: MW-1 (Accelerated, Monthly and Annual*****), CT, PT, FID and IT. *****Please use the MW-1 for annual filers format to create the MW-1 voucher included with the MW-3.

Section III. Montana Department of Revenue Payment Voucher Grids. These grids are examples of field and character placement and correspond to the positions referenced in the tables of Sections I and II, for these vouchers: MW-1, FID, IT, PT and CT.

Section IV. Montana Department of Revenue Check Digit Routine. Please use these instructions to determine your check digits.

Section I. Montana Department of Revenue Payment Voucher Specifications

MW-1 PAYMENT VOUCHER

	Field	Vertical Grid Line	Horizontal Grid Line	Field Width	Character Type	Font Name	Font Size	Font Style
Scan line		63	31-80	50	alphanumeric	OCR A extended	12 pt	regular
Amount Paid (Please do not use commas.):								
	dollars	60	70-77	8	numeric	OCR A extended	12 pt	regular
	decimal	60	78	1	.	OCR A extended	12 pt	regular
	cents	60	79-80	2	numeric	OCR A extended	12 pt	regular
FEIN		57	72-80	9	numeric	OCR A extended	12 pt	regular
Period End Date:								
	month	54	71-72	2	numeric	OCR A extended	12 pt	regular
	day	54	74-75	2	numeric	OCR A extended	12 pt	regular
	year	54	77-80	4	numeric	OCR A extended	12 pt	regular
Employer Name		51	29-62	34	alphanumeric	OCR A extended	12 pt	regular
Account id		50	32-44	13	alphanumeric	OCR A extended	12 pt	regular
Vendor id		48	12-15	4	alphanumeric	Courier	10 pt	regular

IT, FID, PT and CT PAYMENT VOUCHERS

	Field	Vertical Grid Line	Horizontal Grid Line	Field Width	Character Type	Font Name	Font Size	Font Style
Scan line		63	31-80	50	alphanumeric	OCR A extended	12 pt	regular
Amount Paid (Please do not use commas.):								
	dollars	60	70-77	8	numeric	OCR A extended	12 pt	regular
	decimal	60	78	1	.	OCR A extended	12 pt	regular
	cents	60	79-80	2	numeric	OCR A extended	12 pt	regular
FEIN/SSN		57	72-80	9	numeric	OCR A extended	12 pt	regular
Period End Date:								
	month	54	71-72	2	numeric	OCR A extended	12 pt	regular
	day	54	74-75	2	numeric	OCR A extended	12 pt	regular
	year	54	77-80	4	numeric	OCR A extended	12 pt	regular
Taxpayer name		51	29-62	34	alphanumeric	OCR A extended	12 pt	regular
Payment Type:								
	current year	50	10	1	X	OCR A extended	12 pt	bold
	estimated	53	10	1	X	OCR A extended	12 pt	bold
	extension	56	10	1	X	OCR A extended	12 pt	bold
	amended	59	10	1	X	OCR A extended	12 pt	bold
Vendor id		48	12-15	4	alphanumeric	Courier	10 pt	regular

Section II. Montana Department of Revenue Scan Line Specifications

FORM MW-1 PAYMENT VOUCHERS - ACCELERATED FILERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	77		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	07		2	6 and 7
Account Identifier	04		2	8 and 9
Account ID		4012002003WTH	13	10 through 22
Check Digit 1		0	1	23
Period End	00000000		8	24 through 31
Check Digit 2	0		1	32
Payment Type	RTNWTH		6	33 through 38
Check Digit 3	6		1	39
Money Amount		0000000000	10	40 through 49
Check Digit 4		0	1	50

FORM MW-1 PAYMENT VOUCHERS - MONTHLY FILERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	75		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	07		2	6 and 7
Account Identifier	04		2	8 and 9
Account ID		4012002003WTH	13	10 through 22
Check Digit 1		4	1	23
Period End		12312006	8	24 through 31
Check Digit 2		6	1	32
Payment Type	RTNWTH		6	33 through 38
Check Digit 3	6		1	39
Money Amount		0000000000	10	40 through 49
Check Digit 4		0	1	50

FORM MW-1 PAYMENT VOUCHERS - ANNUAL FILERS*

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	75		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	07		2	6 and 7
Account Identifier	04		2	8 and 9
Account ID		4012002003WTH	13	10 through 22
Check Digit 1		4	1	23
Period End		12312006	8	24 through 31
Check Digit 2		6	1	32
Payment Type	RTNWTH		6	33 through 38
Check Digit 3	6		1	39
Money Amount		0000000000	10	40 through 49
Check Digit 4		0	1	50

***Use the annual filer scan line specifications for the MW-1 voucher that is included in Form MW-3.**

Section II. Montana Department of Revenue Scan Line Specifications

FORM CT PAYMENT VOUCHERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	78		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	03		2	6 and 7
Account Identifier	06		2	8 and 9
Account ID	0000000000000		13	10 through 22
Check Digit 1	1		1	23
Period End		00000000	8	24 through 31
Check Digit 2		0	1	32
Payment Type	RTNPYM		6	33 through 38
Check Digit 3	5		1	39
Dollars		00000000	8	40 through 47
Cents		00	2	48 and 49
Check Digit 4		0	1	50

FORM PT PAYMENT VOUCHERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	79		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	03		2	6 and 7
Account Identifier	06		2	8 and 9
Account ID	0000000000000		13	10 through 22
Check Digit 1	9		1	23
Period End		00000000	8	24 through 31
Check Digit 2		0	1	32
Payment Type	RTNPYM		6	33 through 38
Check Digit 3	5		1	39
Dollars		00000000	8	40 through 47
Cents		00	2	48 and 49
Check digit 4		0	1	50

FORM FID PAYMENT VOUCHERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	80		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	03		2	6 and 7
Account Identifier	06		2	8 and 9
Account ID	0000000000000		13	10 through 22
Check Digit 1	6		1	23
Period End		00000000	8	24 through 31
Check Digit 2		0	1	32
Payment Type	RTNPYM		6	33 through 38
Check Digit 3	5		1	39
Dollars		00000000	8	40 through 47
Cents		00	2	48 and 49
Check Digit 4		0	1	50

Section II. Montana Department of Revenue Scan Line Specifications

FORM IT PAYMENT VOUCHERS

	Fixed Fields	Variable Fields	Number of Characters	Character Position
Doc ID	81		2	1 and 2
Vendor Indicator	114		3	3 through 5
ID Type	03		2	6 and 7
Account Identifier	06		2	8 and 9
Account ID	0000000000000		13	10 through 22
Check digit 1	4		1	23
Period End		00000000	8	24 through 31
Check digit 2		0	1	32
Payment Type	RTNPYM		6	33 through 38
Check digit 3	5		1	39
Dollars		00000000	8	40 through 47
Cents		00	2	48 and 49
Check digit 4		0	1	50

- ► The period end date for the MW-1 payment voucher is based on the taxpayer filing frequency. Annual filers should use the year end date; monthly filers should use the month end date; accelerated filers should use their pay period end date.
- ► The period end date field in the scanline for the accelerated payment vouchers shall be hard coded with zeroes.
- ► The period end date for the IT, FID, PT and CT payment vouchers is the taxpayer year end date.
- ► The scanline character positions 48 and 49 are penny amounts; do not use these positions for anything other than pennies. If there are no pennies, fill these positions with zeroes.
- ► Calculate the value of the check digits as follows:

  Check digit 1 - use the value of scanline character positions 1 through 22.

  Check digit 2 - use the value of scanline character positions 24 through 31.

  Check digit 3 - use the value of scanline character positions 33 through 38.

  Check digit 4 - use the value of scanline character positions 40 through 49.

Section III. Montana Department of Revenue Payment Voucher Grids

Please note that we have changed the direction of our grid numbering--it now reads from left to right.

Form MW-1
XXXX

Montana Withholding Tax Payment Voucher

Please use this voucher to ensure proper credit of your payment.

Account ID XXXXXXXXXXXXX
Name XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Telephone No. _____

Write check to "Department of Revenue"

Period Ending Date XX XX XXXX

FEIN XXXXXXXXX

Department of Revenue
PO Box 6309
Helena, MT 59604-6309

Amount Paid XXXXXXXX.XX

XXXXXXXXXXXXXXXXXXXX

Section III. Montana Department of Revenue Payment Voucher Grids

Form-PT XXXX

Montana Pass-Through Entity Tax Payment Voucher

Please use this voucher to ensure proper credit of your payment. Also, write your federal identification number and tax year on your check.

X **1. Current Year**

Name XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Telephone # _____

X **2. Estimated**

5. Period Ending Date XX XX XXXX

X **3. Extension**

6. FEIN XXXXXXXXX

X **4. Amended**

Department of Revenue
PO Box 8021
Helena, MT 59604-8021

7. Amount Paid XXXXXXXX.XX

XXXXXXXXXXXXXXXXXXXX

Section IV. Montana Department of Revenue Check Digit Routine

To compute the check digit, follow the steps below in the order given.

► Right justify the number and pad the field on the left with zeroes for the maximum length of the field.

Example: 751140704401200 2003WTH

Alpha characters are numbered as follows:

A = 1	E = 5	I = 9	M = 13	Q = 17	U = 21	Y = 25
B = 2	F = 6	J = 10	N =14	R = 18	V = 22	Z = 26
C = 3	G = 7	K = 11	O = 15	S = 19	W = 23	
D = 4	H = 8	L = 12	P = 16	T = 20	X = 24	

► Begin at the first digit on the left and alternately multiply each number by 1 and 2.

Example Digit	Number Value		Weight Value		Product (Number Value multiplied by Weight Value)
7	7	x	1	=	7
5	5	x	2	=	10
1	1	x	1	=	1
1	1	x	2	=	2
4	4	x	1	=	4
0	0	x	2	=	0
7	7	x	1	=	7
0	0	x	2	=	0
4	4	x	1	=	4
4	4	x	2	=	8
0	0	x	1	=	0
1	1	x	2	=	2
2	2	x	1	=	2
0	0	x	2	=	0
0	0	x	1	=	0
2	2	x	2	=	4
0	0	x	1	=	0
0	0	x	2	=	0
3	3	x	1	=	3
W	23	x	2	=	46
T	20	x	1	=	20
H	8	x	2	=	16
			Sum of the products:		136

► Add the products of your calculations; then, subtract the sum of the products from the next highest multiple of 10. For example:

Next highest multiple of 10: 140
Minus sum of products: 136
Check Digit equals: 4