

FYI—For Your Information

Computer Form Specifications: Income Tax Payment Vouchers

Computer form facsimiles must be reviewed and approved by the Department of Revenue prior to use. The following guidelines must be used in order for computer-generated income tax payment vouchers to be processed. The form should be clearly labeled. **Five data-filled test copies of your form must be submitted for approval prior to use (do not cut to size, leave at 8 1/2 by 11 inches.)**

The income tax payment vouchers that can be submitted with scan lines are listed on Page 2. The forms and the specification document DR 5325 "Remittance Processing Scan Allowances Income Tax Payment Coupons" can be downloaded from the Web at www.TaxColorado.com

PAPER: Use white, high quality bond, minimum 20 lbs. OCR, providing sufficient quality and contrast for Optical Character Reading (OCR).

FORM SIZE: The width should be 8½ inches. The return portion of the forms must have a height of 3 2/3 inches. **(Do not cut to size, leave at 8½ by 11 inches.)**

SCAN LINE: OCR-A for the OCR scan line, using six lines to the inch. Your printer must print crisp, clear characters with no unconnected lines or filled in spaces. If OCR-A is not available, the scan line should NOT print on the form.

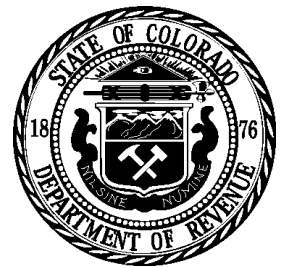
FORMAT: The format and content must match the examples that are available on the Web at www.TaxColorado.com

DATA FONT SIZE: All data must have a font size of 10 point. Preferred font style is "Arial."

MAILING: The Department will accept printed copies however electronic PDF versions are preferred. If sending printed versions of PDF forms, please be sure Paper Scaling is set to "None" and Auto Rotate and Center box is not selected. If this is not done, your forms may "shrink-to-fit" upon printing and not meet the Department's specifications.

OCR SCAN SPACE: The bottom 21/32 of an inch of the form, front and back, must be free from extraneous marks and printing that would give false OCR reading. The data on the scan line **MUST** be printed on the third print line from the bottom (between 10/32 and 15/32 of an inch from the bottom) and **MUST** conform to the following specifications. Variation will make the line unreadable. The right margin on the form should be 1/2 inch.

OCR PRINT POSITIONS: Using OCR-A print font, reading from **right to left** beginning at the **right edge** of the form, the following spacing must be followed:



Colorado Department
of Revenue
Taxpayer Service Division
1375 Sherman St.
Denver, Colorado 80261

Forms and other services:
(303) 238-FAST (3278)
Assistance:
(303) 238-SERV (7378)

www.TaxColorado.com

1-21	21	leave blank
22	1	check digit 1
23	1	check digit 2
24	1	leave blank
25-35	11	account number / Social Security Number (zero fill to left)
36	1	leave blank
37-38	2	account number type (see table below)
39	1	leave blank
40-51	12	second account number (zero fill to left)
52	1	leave blank
53-54	2	second account number type (see table below)
55	1	leave blank
56-63	8	filing period end date (mmdyyy)
64	1	leave blank
65-68	4	document code (see table on below)
69-72	4	vendor identification (4 digit NACTP assigned code)

All fields **must** be numeric. Scan line must have non-zero value in one of the account number fields.

Note on Filing Period: The period represents the whole year; use all 8 spaces to fill in the last date in the period. (Example, for January 2009 through December 2009, the entry would be '12312009.' **The filing period must agree with the tax year on the document.**

Note on Second Account Identification: This is optional and must be all zeroes. If a secondary account is not used (e.g. all zeros) then the two-digit account number type must be "00." For joint filings on individual accounts, use the spouse's Social Security Number.

Account Number Types:

Description	Code
Social Security Number	01
Federal Employer Identification Number	02
Individual Taxpayer Identification Number	03
Colorado Account Number	11

Income Tax Payment Voucher Document Codes:

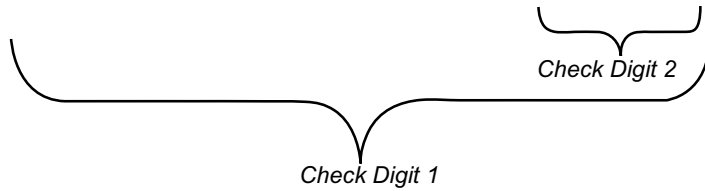
Form	Title	Doc Code
104BEP	Nonresident Beneficiary Estimated Income Tax Payment Voucher	0068
104EP	Estimated Income Tax Payment Voucher	0012
105EP	Estate/Trust Estimated Tax Payment Voucher	0032
106EP	Composite Nonresident Return Estimated Tax Payment Voucher	0042
112EP	Corporate Estimated Tax Payment Voucher	0022
DR 158C	Payment Voucher for Extension of Time for Filing a C Corporation Income Tax Return	0029
DR 158F	Payment Voucher for Automatic Extension for Estates or Trusts	0039
DR 158-I	Extension Payment Voucher for Individual Income Tax	0019
DR 158N	Payment Voucher for Extension of Time for Filing a Composite Nonresident Income Tax Return	0049
DR 900	Individual Income Tax Payment Voucher	0011
DR 900C	C Corporation Income Tax Payment Voucher	0021
DR 900P	Partnership/S-Corp Income Tax Payment Voucher	0041

Use the following fields to calculate each check digit:

Check digit 1 whole record (except check digit 2)

Check digit 2 account number

99999999_99999999_99_999999999999_99_9999999999_99



The check digits are calculated using a Mod. 10 formula as shown in the two examples below:

Calculation Example #1:

Form DR 900 (return payment) filed for tax year 2009, primary taxpayer Social Security Number is 111-22-3333, and spouse Social Security Number is 444-55-6666. NACTP vendor code is 2222. Scan line without check digits:

22220011 12312009 01 000444556666 01 00111223333

Check digit 1 calculation:

1) Starting from the right most digit, double the value of every other digit, and sum the digits of the products. Digits to double shown in bold below:

$$\begin{array}{r}
 2\ 2\ 2\ 2\ 0\ 1\ 1\ 1\ 2\ 3\ 1\ 2\ 0\ 0\ 9\ 0\ 1\ 0\ 0\ 0\ 4\ 4\ 4\ 5\ 5\ 6\ 6\ 6\ 6\ 0\ 1\ 0\ 0\ 1\ 1\ 1\ 2\ 2\ 3\ 3\ 3\ 3 \\
 2\ 2\ 0\ 1\ 1\ 3\ 2\ 0\ 0\ 0\ 0\ 4\ 5\ 6\ 6\ 0\ 0\ 1\ 1\ 2\ 3\ 3\ 3 \qquad \qquad \qquad \times 2 \\
 \hline
 4 + 4 + 0 + 2 + 2 + 6 + 4 + 0 + 0 + 0 + 0 + 8 + (1+0) + (1+2) + (1+2) + 0 + 0 + 2 + 2 + 4 + 6 + 6 = 57
 \end{array}$$

2) Add the remaining un-doubled digits:

$$2 + 2 + 0 + 1 + 2 + 1 + 0 + 9 + 1 + 0 + 1 + 4 + 4 + 5 + 6 + 6 + 1 + 0 + 1 + 2 + 3 + 3 = 53$$

3) Add the two totals and deduct the last digit from 10. $57 + 53 = 110$, $10 - 0 = 10$. If the check digit is 10, use only the 0. Check digit 1 is 0.

Check digit 2 calculation:

1) Starting from the right most digit, double the value of every other digit, and sum the digits of the products. Digits to double shown in bold below:

$$\begin{array}{r}
 0\ 0\ 1\ 1\ 1\ 2\ 2\ 3\ 3\ 3\ 3 \\
 0\ 1\ 1\ 2\ 3\ 3 \\
 \hline
 0 + 2 + 2 + 4 + 6 + 6 = 20 \qquad \qquad \qquad \times 2
 \end{array}$$

2) Add the remaining undoubled digits:

$$0 + 1 + 2 + 3 + 3 = 9$$

3) Add the two totals and deduct the last digit from 10. $20 + 9 = 29$, $10 - 9 = 1$. Check digit 2 is 1.

Scan line with check digits:

22220011 12312009 01 000444556666 01 00111223333 10

Calculation Example #2:

Form 112EP (estimated payment) filed for tax year 2010, Colorado account number is 7867867 and FEIN is 84-4564564. NACTP vendor code is 2222. Scan line without check digits:

22220022 12312010 02 000844564564 11 00007867867

Check digit 1 calculation:

- 1) Starting from the right most digit, double the value of every other digit, and sum the digits of the products. Digits to double shown in bold below:

2 2 2 2 0 0 2 2 1 2 3 1 2 0 1 0 0 2 0 0 0 8 4 4 5 6 4 5 6 4 1 1 0 0 0 0 7 8 6 7 8 6 7

$$\begin{array}{r} 2 \ 2 \ 0 \ 2 \ 1 \ 3 \ 2 \ 1 \ 0 \ 0 \ 0 \ 4 \ 5 \ 4 \ 6 \ 1 \ 0 \ 0 \ 7 \ 6 \ 8 \ 7 \\ \hline 4 + 4 + 0 + 4 + 2 + 6 + 4 + 2 + 0 + 0 + 0 + 8 + (1+0) + 8 + (1+2) + 2 + 0 + 0 + (1+4) + (1+2) + (1+6) + (1+4) = 68 \end{array}$$

- 2) Add the remaining undoubled digits:

$$2 + 2 + 0 + 2 + 2 + 1 + 0 + 0 + 2 + 0 + 8 + 4 + 6 + 5 + 4 + 1 + 0 + 0 + 8 + 7 + 6 = 60$$

- 3) Add the two totals and deduct the last digit from 10. $68 + 60 = 128$. $10 - 8 = 2$. Value of check digit 1 is 2.

Check digit 2 calculation:

- 1) Starting from the right most digit, double the value of every other digit, and sum the digits of the products. Digits to double shown in bold below:

0 0 0 0 7 8 6 7 8 6 7

$$\begin{array}{r} 0 \ 0 \ 7 \ 6 \ 8 \ 7 \\ \hline 0 + 0 + (1+4) + (1+2) + (1+6) + (1+4) = 20 \end{array}$$

- 2) Add the remaining un-doubled digits:

$$0 + 0 + 8 + 7 + 6 = 21$$

- 3) Add the two totals and deduct the last digit from 10. $20 + 21 = 41$, $10 - 1 = 9$. Value of check digit 2 is 9.

Scan line with check digits:

22220022 12312010 02 000844564564 11 00007867867 92

For more information on the Luhn’s Mod 10 calculation and programming samples, Wikipedia provides a good resource at http://en.wikipedia.org/wiki/Luhn_algorithm

Please submit 5 test forms and direct all questions to:

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