Form 3-EPV voucher at the bottom

Use voucher at bottom ONLY to submit the **balance due** for an **electronically filed** Wisconsin partnership return, Form 3.

Form 3-EPV

Use of the personalized Form 3-EPV voucher below will ensure that your tax payment will be timely posted and to the correct account.

- Do not print a blank voucher to complete by hand. Enter your data on this voucher online. The numeric string of numbers will then change to reflect your personal information (identifying number and amount).

- Cut on the dotted line only. Do not cut off the string of numbers at the bottom of the voucher.

- Send your payment to the address shown on the voucher. Do not attach any other forms or instruction sheets to the voucher.

- If this is an amended voucher, check the amended voucher box. Also check the box to indicate the taxable period the payment is for.

Do **NOT** use this voucher to submit the balance due on any individual income tax return, pass-through entity withholding return, composite individual income tax return. Corporation income or franchise tax return, or any return other than a Wisconsin partnership return, Form 3.

Do **NOT** use this voucher for partnership quarterly estimated payments. Use Form 3-ES instead.

Do **NOT** use this voucher for estimated payments of pass-through entity withholding (Form PW-1). Use Form PW-ES instead.

Do **NOT** use this voucher for corporation quarterly estimated payments. Use Form Corp-ES instead.

▼ *cut here* ▼

3-EPV

Wisconsin Partnership Electronic Payment Voucher

Person to contact regarding payment: _____

Phone number: _____

Make check payable to and mail to:
Wisconsin Department of Revenue
Box 930208
Milwaukee WI 53293-0208

Federal Employer ID Number
▶

Partnership Name

Number and Street

City | State | Zip Code

This tax payment is for:

☐ _____ calendar year

☐ Fiscal year beginning → _____

☐ Short taxable year
beginning _____ ; ending → _____

You are required to make your payment electronically if your net tax on your prior year's returns was $1,000, or more.

☐ Check if this is an amended voucher

Amount of Payment

$ _____ **.**

Please do not staple your payment to this voucher.

IP-103 (R. 02-20)

2080164012123457890000001231201959031990000010000

3-EPV Generation Guidelines

Tax Preparers must use the taxpayers FEIN when preparing the voucher to ensure the payment is applied to the proper account. The CRP scan line consists of 50 characters including various codes which are necessary for processing of the payment.

The following guidelines must be followed when creating vouchers to ensure timely and accurate processing of taxpayer payments.

Position 1 - 3	Drawer Number	"208"
Position 4 - 8	Tax type Code	"01640"
Position 9	Posting Code	"1" - Automatic Posting
Position 10	Tax Account Identifier	"2" - FEIN
Position 11 - 19	Account Number	9-character FEIN
Position 20 - 25	Filler	"000000"
Position 26 - 33	Period End Year	MM/DD/YYYY
Position 34 - 35	Payment Type	"59"
Position 36	Identifier	"0"
Position 37	Check Digit	"#" (See calculation instructions below)
Position 38	Voucher Type	"1" - New
Position 39 - 40	Preparer ID	"99"
Position 41 - 50	Amount Paid	$$$$$$$$cc

Utilize the check boxes on the 3-EPV to indicate which type of tax is being paid with the voucher.

1. **Form 3-EPV Document Specifications**

   a. Size: Form 3-EPV must be 8 1/2" x 3 2/3"

   b. Paperweight must be 20 pounds/500 sheets.

   c. Smoothness - between 65 and 200 Sheffield units on both sides. Unacceptable coatings include carbon coating and no-carbon required coatings. The coupon must be free of foreign matter such as staples, paper clips, adhesive tape or glue, etc. There can be no holes in the coupon.

   d. Bottom edge must be perpendicular to within 2 degrees to the right-hand and left-hand edges.

   e. No tears are allowed on the right-hand and bottom edges. Any perforations for a stub must be on the topside of left-had edges of the document.

   f. The paper must be white, highly opaque and have a flat finish.

   g. It is essential that the remitter's name appear on the coupon. It is advisable to duplicate all scan line information fields elsewhere on the remittance coupon to facilitate any necessary data entry correction.

2. **OCR Scan Line Specifications (Form 3-EPV)**

   a. The OCR scan line must be printed in OCR "A" font at a pitch of 10 characters per inch.

   b. The software should default to omit the scan line altogether if the customer is unable to print in OCR "A" font.

   c. The OCR scan line must be printed on each form.

d. The right edge of the last character in the OCR scan line must be 1/2 inch from the right-hand edge of the form.

e. The bottom of the OCR print line must be 1/2 inch above the bottom edge of the form and must be parallel to the bottom edge of the form.

f. The OCR scan line must center in a "clear band" 1/2 inch high centered on the OCR print line, which must be free of extraneous print, dirt, carbon residue, and all foreign matter.

g. The line of characters to be read must be printed within the "printing band," which is located in the center of the clear band. The printing band is 0.22 inches high.

h. The ink in the printed character must absorb light in the 550 to 950 NM wavelength range. The ink must not spatter or smear.

i. The OCR print line should read:

   Form 3-EPV: 20801640129999999990000000mmddccyy5909199$$$$$$$$$cc

j. For Form 3-EPV, the first set of nine "9"s is replaced by the taxpayers FEIN number.

   The first "9" in the series "9199" is replaced by the check digit that is derived from positions 10 through 36. The last two "9"s in the series "9199" are replaced by the software developer's department-assigned two-digit vendor identification number.

3. Modulus 10 – Check Digit Calculation

a. The check digit calculation utilizes position number 10 through 36 of the CRP scanline. Fields within these character positions include tax account identifying numbers, Period end dates, and payment types.

b. Multiply the number in positions 36, 34, 32, 30, 28, 26, 24, 22, 20, 18, 16, 14, 12, and 10 by 2. (This is every other position starting with the right most position)

c. Add the digits in the products to the digits in the base number that were not multiplied.

d. Subtract the sum from the next highest multiple of 10.

e. The difference is the Check Digit.

f. Example:
   Scan Line: 2080254012000000012345678912312018120019 9$$$$$$$$$cc
   Positions: 10-36: 200000012345678912312018120
   Right most position and every other position: 0, 1, 1, 2, 3, 1, 8, 6, 4, 2, 0, 0, 0, 2

                                                  Multiply by 2: 1, 2, 2, 4, 6, 2, 16, 12, 8, 4, 0, 0, 0, 4
   Digits not multiplied (from right to left): 2, 8, 0, 1, 2, 9, 7, 5, 3, 1, 0, 0, 0

Add the digits:	1st number {0+2+2+4+6+2+(1+6)+(1+2)+8+4+0+0+0+4}+
	2nd number {1+8+0+1+2+9+7+5+3+1+0+0+0} =
Sum:	42 + 38 = 80
Next highest multiple of 10 = 80	
Subtract:	80 - 80 = 0