

2018 EPV Generation Guidelines

Tax Preparers must use the taxpayers FEIN or SSN 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.

Individual

Position 1 - 3	Drawer Number	"208"
Position 4 - 8	Tax Type Code	"01640" - Individual Income
Position 9	Posting Code	"1" - Automatic Posting
Position 10	Tax Account Identifier	"2" – FEIN "3" - SSN
Position 11 - 19	Account Number	9 character Primary SSN or 9 character FEIN
Position 20 - 28	Account Number	9 character spouse SSN or "999999999", if single account
Position 29	Filler	"0" fill
Position 30 - 33	Period End Year	"2018" - CCYY
Position 34 - 35	Payment Type	"12" – Tax Return Payment "18" – Amended Tax Return Payment
Position 36	Id/Est/Trst Identifier	"1" - Individual "2" - Trust "3" - Estate
Position 37	Check Digit	"#" (See calculation instructions below)
Position 38	Voucher Type	"1" - New
Position 39 - 40	Preparer ID	"###" - Assigned by Dept. of Revenue staff
Position 41 - 50	Amount Paid	\$\$\$\$\$\$\$cc

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

The EPV form is formatted to include 6 check boxes. The check boxes are labeled: Individual, Individual - Amended, Trusts, Trusts - Amended, Estates, Estates-Amended. Logic is built using these check boxes. There is also a line to capture the Trust Name and the FEIN.

If the Individual Check Box is checked then Field 10 is "3" and Field 34 and 35 is "12" and Field 36 is "1". This indicates Fields 11 - 19 is a SSN, the tax type is individual income and the type of payment is a return payment.

If the Individual - Amended Check Box is checked then Field 10 is "3" and Field 34 and 35 is "18" and Field 36 is "1". This indicates Fields 11 - 19 is a SSN, the tax type is individual income and the type of payment is an amended return payment.

If the Trust Check Box is checked then Field 10 is "2" and Field 34 and 35 is "12" and Field 36 is "2". This indicates Fields 11 - 19 is a FEIN, the tax type is Trust Fiduciary and the type of payment is a return payment.

If the Trust - Amended Check Box is checked then Field 10 is "2" and Field 34 and 35 is "18" and Field 36 is "2". This indicates Fields 11 - 19 is a FEIN, the tax type is Fiduciary Trust and the type of payment is an amended return payment.

If the Estate Check Box is checked then Field 10 is "3" and Field 34 and 35 is "12" and Field 36 is "3". This indicates Fields 11 - 19 is a SSN, the tax type is Fiduciary income and the type of payment is a return payment.

If the Estate - Amended Check Box is checked then Field 10 is "3" and Field 34 and 35 is "18" and Field 36 is "3". This indicates Fields 11 - 19 is a SSN, the tax type is Fiduciary income and the type of payment is an amended return payment.

1. Form EPV Document Specifications

- a. Size: Form 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 or left-hand 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 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 EPV: 20801640139999999999999999999999020181299199\$\$\$\$\$\$\$\$cc
- j. For Form EPV, the first set of nine "9"s is replaced by the taxpayer's social security number. The second set of nine "9"s is replaced by the spouse's social security number. The first "9" in the series "99199" is replaced the entity type being chosen by the check box. This is either "1" for Individual Income Tax, "2" for Trusts or "3" for Estates. The second "9" in the series "99199" is replaced by the check digit that is derived from positions 10 through 36. The last two "9"s in the series "99199" 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: 20801640131234567899999999999999990201812161990000001300

Positions 10 – 36: 31234567899999999999999999999902018121

Right most position and every other position:

1, 1, 1, 2, 9, 9, 9, 9, 9, 8, 6, 4, 2, 3

Multiply by 2: 2, 2, 2, 4, 18, 18, 18, 18, 18, 16, 12, 8, 4, 6

Digits not multiplied (From right to left): 2, 8, 0, 0, 9, 9, 9, 9, 9, 7, 5, 3, 1

Add the digits:

$$\text{1st number} \\ \{2+2+2+4+(1+8)+(1+8)+(1+8)+1+8+(1+8)+(1+6)+(1+2)+8+4+6\} =$$

$$\text{2nd Number } \{2+8+0+0+9+9+9+9+9+7+5+3+1\} =$$

Sum: $83 + 71 = 154$

Next highest multiple of 10 = 160

Subtract: $160 - 154 = 6$

Check Digit: 6