Indiana Department of Revenue

Fall 2016 Voucher and WH-1 Specs

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Indiana Department Of Revenue RPS

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Change Log

Revision #	Date of Revision	Description	Page #
	9/15/2016	Initial Publication	

The actual changes on the referenced text pages are highlighted in light grey.

IMPORTANT NOTICES

- Effective July 1, 2015, **employers are required to file form WH-3 annual withholding tax reports with the department not later than 31 days after the end of the calendar year.**
- ST-103 and WH-1 forms are restricted. See Section 8g for ST-103 and Section 9 for WH-1 for details.

1) Overview

The following document describes how key fields within the listed Indiana business and individual vouchers should be formatted.

Tax and Form Purpose	Tax Type Abbreviation	Form Name	Form's Identification	Voucher Type Codes in Scanline (Record layout field 10 values for coupon vendor)
Corporation Tax – filing estimated tax	COR	Corporate Adjusted Gross Income Tax – Quarterly	IT-6	007
Corporation Tax	COR	Composite Withholding Tax Payment Voucher	IT-6WTH	016
Financial Institution Tax - filing estimated tax	FIT	Financial Institution Tax – Quarterly Return	FT-QP RESTRICTED. FOR DEPARTMENT USE ONLY.	028
Utility Tax - filing estimated tax	URT	Utility Receipts – Quarterly Payment	URT-Q RESTRICTED. FOR DEPARTMENT USE ONLY.	008
Retail Sales Tax	RST	Sales and Use Tax	ST-103 RESTRICTED USE. See Section 8g,"Indiana Sales and Use Tax Coupon (ST-103) Specifications."	021

Tax and Form Purpose	**Tax Type Abbreviation**	**Form Name**	**Form's Identification**	**Voucher Type Codes in Scanline (Record layout field 10 values for coupon vendor)**
Streamlined Sales Tax	SST	Sales Tax Collected by Out-of-State Sellers	ELECTRONIC FILING ONLY.	060
Tire Fee – filing tire fee	TIF	Tire Fee	TF-103 RESTRICTED. FOR DEPARTMENT USE ONLY.	022
Withholding Tax	WTH	Withholding Tax	WH-1 RESTRICTED USE. See Section 9, "Indiana Withholding Tax Return (WH-1) Notes."	005
Withholding Tax	WTH	WH-3 Annual Withholding Tax	WH-3	n/a
Withholding Tax	WTH	Underpayment of Withholding Taxes	WH-1U	006
County InnKeepers Tax	CIT	County Innkeepers Tax	CIT-103 RESTRICTED. FOR DEPARTMENT USE ONLY.	024
Food and Beverage Tax	FAB	Food and Beverage Tax	FAB-103	025
Motor Vehicle Rental & County Supplemental Rental Excise Tax	MVR	Motor Vehicle Rental & County Supplemental Rental Excise Tax	MVR-103 RESTRICTED. FOR DEPARTMENT USE ONLY.	027
Individual Income Tax - filing estimated tax	IND	Individual Estimated Income Tax	IT-40ES	009 – In-house and contracted vendors 010 – Software vendors

Tax and Form Purpose	Tax Type Abbreviation	Form Name	Form's Identification	Voucher Type Codes in Scanline (Record layout field 10 values for coupon vendor)
Post Filing Coupons (PFC)				
Individual Income – PFC	IND	PFC		039
Retail Sales Tax	RST	PFC	*	030
Withholding Tax	WTH	PFC	*	031
Corporation Tax	COR	PFC	*	037
County InnKeepers Tax	CIT	PFC	*	064
Food and Beverage Tax	FAB	PFC	*	065
Motor Vehicle Rental & County Supplemental Rental Excise Tax	MVR	PFC	*	035
Prepaid Sales Tax	PPD	PFC	*	066
Financial Institution Tax - filing estimated tax	FIT	PFC	*	038
Tire Fee – filing	TIF	PFC	*	055

*The only PFCs which may be produced by outside software developers are the individual income tax PFC and the income tax PFC for S corporations and partnerships.

2) Abbreviations

Abbreviation	Definition
COR	Corporation
DOR	(Indiana) Dept. of Revenue
FID	Federal Identification Number
FIT	Financial Institutions Tax
ICR	Intelligent Character Recognition (reading handwritten content)
ID	Identification
IDOR	Indiana Department of Revenue
IND	Individual
M	Monthly
MOD	Modulo
MVR	Motor Vehicle Rental
OCR	Optical Character Recognition (reading computer printed content)

PFC	Post Filing Coupon
PPD	Pre Paid
Q	Quarterly
RPS	Returns Processing System
RST	Sales Tax
SST	Streamlined Sales Tax
SM	Semi-monthly
TID	Taxpayer Identification Number
TIF	Tire Fee
URT	Utility Receipts Tax
WH	Withholding
WTH	Withholding

3) Formatting Taxpayer Information on Voucher or WH-1

Purpose: How filing status and dates are formatted in the taxpayer information box.

a. **Business Income Taxes**

Tax Type Abbreviation	Form's Identification	Voucher Type Codes in Scanline
COR	**IT-6**	**007**
COR	**IT-6WTH**	**016**
FIT	**FT-QP**	**028**
URT	**URT-Q**	**008**

- FT-QP and URT-Q forms are restricted. For department use only.

For the above tax types, the taxpayer filing information on left of the voucher and the filing status on the address mailing page should be formatted as follows:

Format the 'Calendar or Fiscal Year Ending': MON YYYY
Example: DEC 2017
Format the 'Due Date': MM DD YYYY
Example: 06 20 2017
Use the appropriate table in Section 6 for the due dates

b. Individual Income Taxes

Tax Type Abbreviation	Form's Identification	Voucher Type Codes in Scanline
IND	**IT-40ES**	**009 – In-house and contracted vendors** **010 – Software vendors**

For the above tax types, the taxpayer filing information on left of the voucher and the filing status on the address mailing page should be formatted as follows:
Format the 'Due Date': MM DD YYYY Example: 04 18 2017

Use the appropriate table in Section 6 for the due dates.

c. Trust Taxes

i. Retail Sales, Out-of-State Sales, and Tire Fee

Tax Type Abbreviation	Form's Identification	Voucher Type Codes in Scanline
RST/OOS	**ST-103**	**021**
SST	**Electronic only**	**060**
TIF	**TF-103**	**022**

- ST-103 is restricted. See Section 8g, "Indiana Sales and Use Tax Coupon (ST-103) Specifications." TF-103 restricted for department use only.

For the above tax types, the taxpayer filing information on left of the voucher and the filing status on the address mailing page should be formatted as follows. Please be aware the dates in this document are to <u>illustrate formatting.</u> The "Due Date Tables" in Section 6 should always be the source for dates to be used on the forms:

If filing frequency is 'Early Filer' (Voucher Layout Field 11 = 'EF')
If Electronic Funds Transfer (EFT) is a 'Yes'
(Voucher Layout Field 18 / Informational Field 3 – EFT = 'Y')
Format the 'For Tax Period': MON YYYY
Example: JAN 2017

Format the 'Due on or Before': MON DD YYYY
Example: FEB 21 2017
Print in 'Filing Status': EFT – EARLY FILER
Use the EFT Early Filers table in Section 6
Use first voucher to print (Voucher Layout Field 12) as index into this table.
If Electronic Funds Transfer (EFT) is a 'No'
(Voucher Layout Field 18 / Informational Field 3 – EFT = 'N')
Format the 'For Tax Period': MON YYYY
Example: JAN 2017
Format the 'Due on or Before': MON DD YYYY
Example: FEB 21 2017
Print in 'Filing Status': EARLY FILER
Use the Early Filers table in Section 6
Use first voucher to print (Voucher Layout Field 12) as index into this table.

If filing frequency is 'Monthly' (Voucher Layout Field 11= 'M')
If Electronic Funds Transfer (EFT) is a 'Yes'
(Voucher Layout Field 18 / Informational Field 3 - EFT = 'Y')
Format the 'For Tax Period': MON YYYY
Example: JAN 2017
Format the 'Due on or Before': MON DD YYYY
Example: MAR 02 2017
Print in 'Filing Status': EFT – MONTHLY
Use the Monthly Regular Filers table in Section 6
Use first voucher to print (Voucher Layout Field 12) as index into this table.
If Electronic Funds Transfer (EFT) is a 'No'
(Voucher Layout Field 18 / Informational Field 3 – EFT = 'N')

Format the ‘For Tax Period’: MON YYYY
Example: JAN 2017
Format the ‘Due on or Before’: MON DD YYYY
Example: MAR 02 2017
Print in ‘Filing Status’: MONTHLY
Use the Monthly Regular Filers table in Section 6
Use first voucher to print (Voucher Layout Field 12) as index into this table.

ii. Food and Beverage, County Innkeeper, and Motor Vehicle Rental Excise

Tax Type Abbreviation	Form’s Identification	Voucher Type Codes in Scanline
FAB	**FAB-103**	**025**
CIT	**CIT-103**	**024**
MVR	**MVR-103**	**027**

- CIT-103 and MVR-103 forms are restricted. For department use only.

For the above tax types, the taxpayer filing information on left of the voucher and the filing status on the address mailing page should be formatted as follows:

If filing frequency is ‘Monthly’ (Voucher Layout Field 11 = ‘M’)
Format the ‘For Tax Period’: MON YYYY
Example: JAN 2017
Format the ‘Due on or Before’: MON DD YYYY
Example: MAR 02 2017
Print in ‘Filing Status’: MONTHLY
Use the Monthly Filers table in Section 6
Use first voucher to print (Voucher Layout Field 12) as index into this table.

If filing frequency is ‘Quarterly’ (Note: does not apply to CIT)
(Voucher Layout Field 11 = ‘Q’)
Format the ‘For Tax Period’: MON MON MON YYYY
Example: JAN FEB MAR 2017
Format the ‘Due on or Before’: MON DD YYYY
Example: MAY 01 2017
Print in ‘Filing Status’: QUARTERLY
Use the Quarterly Filers table in Section 6
Use first voucher to print (Voucher Layout Field 12) as index into this table.

iii. Withholding

Tax Type Abbreviation	Form’s Identification	Voucher Type Codes in Scanline
WTH	**WH-1**	**005**
WTH	**WH-3**	**na**
WTH	**WH-1U**	**006**

- WH-1 Form is Restricted. See Section 9, "Indiana Withholding Tax Return (WH-1) Notes."
- Quarterly filing of withholding tax is not an option.

For the Withholding tax types listed on previous page, the taxpayer filing information on left of the voucher and the filing status on the address mailing page should be formatted as follows:

For the WH-1: (A full two-page document) If filing frequency is 'Early Filer' (Voucher Layout Field 11 = 'EF')

If Electronic Funds Transfer (EFT) is a 'Yes'
(Voucher Layout Field 18 / Informational Field 3 – EFT = 'Y')
Format the 'For Tax Period': MON YYYY
Example: JAN 2017
Format the 'Due on or Before': MON DD YYYY
Example: FEB 21 2017
Print in 'Filing Status': EFT – EARLY FILER
Use the Early Filers table in Section 6
Use first voucher to print (Voucher Layout Field 12) as index into this table.

If Electronic Funds Transfer (EFT) is a 'No'
(Voucher Layout Field 18 / Informational Field 3 – EFT = 'N')
Format the 'For Tax Period': MON YYYY
Example: JAN 2017
Format the 'Due on or Before': MON DD YYYY
Example: FEB 21 2017
Print in 'Filing Status': EARLY FILER
Use the Early Filers table in Section 6
Use first voucher to print (Voucher Layout Field 12) as index into this table.

If Filing Frequency is 'Monthly' (Voucher Layout Field 11 = 'M')

If Electronic Funds Transfer (EFT) is a 'Yes'
(Voucher Layout Field 18 / Informational Field 3 – EFT = 'Yes')
Format the 'For Tax Period': MON YYYY
Example: JAN 2017
Format the 'Due on or Before': MON DD YYYY
Example: MAR 02 2017
Print in 'Filing Status': EFT – MONTHLY
Use the Monthly Regular Filers table in Section 6
Use first voucher to print (Voucher Layout Field 12) as index into this table.

If Electronic Funds Transfer (EFT) is a 'No'
(Voucher Layout Field 18 / Informational Field 3 – EFT = 'N')
Format the 'For Tax Period': MON YYYY
Example: JAN 2017
Format the 'Due on or Before': MON DD YYYY
Example: MAR 02 2017
Print in 'Filing Status': MONTHLY
Use the Monthly Regular Filers table in Section 6
Use first voucher to print (Voucher Layout Field 12) as index into this table.

For the WH-3:

The WH-3 <u>and</u> the WH-1U are annual forms. WH-3 is an annual reconciliation form which <u>may be submitted on paper only by taxpayers with less than 25 W-2, W-2G and 1099 statements to file.</u> Others must submit electronically. The WH-1U form should accompany any tax due once the reconciliation is done.
The **WH-3** print information will be as follows:

1) Information box's printable data will come from the following fields:

Box Labeled:	Printed information description or formatting notes.	For Coupon Vendor where to derive the information from voucher record layout
Taxpayer ID Number	State Identification Number ########## ###	Field 5 – WH-1/WH-3/WH-1U – Primary Identification Number
Calendar Year	YYYY (Year i.e. 2016)	Field 14 i.e. 2016
Employer's Name and Address	Name 1 Name 2 Address 1 Address 2 City, [State or Provience code] Postal Code or Foreign Address Line *[Compress lines that are blank when printing]*	Field 20 - WH-1/WH-3/WH-1U – Name 1 Field 21 – WH-1/WH-3/WH-1U – Name 2 Field 22 - WH-1/WH-3/WH-1U – Address 1 Field 23 - WH-1/WH-3/WH-1U – Address 2 **[**Field 24 - WH-1/WH-3/WH-1U – Address 3 **or** Field 25, Field 26, Field 27**]**
Due Date	Mon DD YYYY Due Date: Form WH-3 and state copies of form W-2 and Form 1099 (if state withholding is included) **must be filed by the last day of January.**	Field 13 – Due date of the WH-3

For the WH-1U:

The **WH-1U** print information will be as follows:

1) Name printed above the information box.

2) Information box's printable data will come from the following fields:

Box Labeled:	**Printed information description or formatting notes.**	**For Coupon Vendor where to derive the information from Voucher Record Layout**
Taxpayer ID Number	Primary Identification Number 9999999999 999 9	Voucher Layout Field 5 – WH-1/WH-3/WH-1U
Calendar Year Ending	MON DD YYYY	Will be the same value calculated for the last WH-1 voucher for the year and printed under 'For Tax Period'
Due Date	MON DD YYYY	Will be the same value calculated for the last WH-1 voucher for the year and printed for 'Due on or Before'

4) Scanline Definitions

***Important**: The WH-1 scanline must print in a Courier New 12-point font; all others print in an OCR-A Extended or OCR-A 12-point font.*

a. Business Income Taxes

i. Corporation, Financial Institution, and Utility Receipts Estimated Voucher

Scanline - This line consists of 39 numbers in OCR-A Extended or OCR-A 12-point font located between .5 inches in and 4.4 inches from the right hand edge of the form and .5 inches in from the bottom and shall be formatted as follows:

IT-6, FT-QP, URT-Q
TTKKKKKKKKKKKKKGGVVVPPPPPNNNNLLLLLLLLCC

*Note currently software vendors do not produce the FT-QP or URT-Q

Reference Number	**Field Identifier**	**Description and where derived**
1	TT	Constant of 08 (RPS SCANNABLE RETURN)

2	KKKKKKKKKKKKK	Identification Number: **Coupon Vendor**: Scanline identification number from field 08 of input record (right-justified) **In-House:** IDOR taxpayer ID & location number (9999999999999) (right-justified) **Software Vendor:** This is generally the taxpayer's federal ID number (9999999990000)
3	GG	Identification Number Type: The value is based upon the value in field 2: IDOR taxpayer ID/location = 05 Federal ID (FEIN) = 03 **Coupon Vendor:** Use scanline identification number type in field 09 of input record. **In-House:** Value is 05 **Software Vendor:** Value is '03' for FEIN
4	VVV	Form Type (input field 10) (Corporate Income Tax - 007) (Financial Institution Tax - 028) (Utility Income Tax – 008)
5	PPPPP	Tax Secondary / Locality ID: COR/FIT/URT – Voucher number based upon number in the taxpayer information box
6	NNNN	NACTP Code: **Coupon Vendor:** Vendor's NACTP code **In-House:** Value is 1594 **Software Vendor:** NACTP assigned code
7	LLLLLLLL	Return Period End Date (MMDDYYYY) (field 13 of input record) Tax year end date. Example: 12312017
8	CC	mod 11 check digit*

COR/FIT/URT-Q

Voucher Nbr	Scanline Cd
1	00001
2	00002
3	00003
4	00004
Extension	00005

ii. IT-6WTH Scanline Definition

Scanline - This line consists of 39 numbers in OCR-A Extended or OCR-A 12-point font located between .5 inches in and 4.4 inches from the right hand edge of the form and .5 inches in from the bottom and shall be formatted as follows:

IT-6WTH

TTKKKKKKKKKKKKKGGVVVPPPPPNNNNLLLLLLLLCC

Reference Number	Field Identifier	Description and where derived
1	TT	Constant of 08 (RPS SCANNABLE RETURN)
2	KKKKKKKKKKKKK	Identification Number: **Coupon Vendor**: Scanline identification number from field 08 of input record (right-justified) **In-House:** IDOR taxpayer ID & location number (9999999999999) (right-justified) **Software Vendor:** This is generally the taxpayer's federal ID number (9999999990000)
3	GG	Identification Number Type: The value is based upon the value in field 2: IDOR taxpayer ID/location = 05 Federal ID (FEIN) = 03 **Coupon Vendor:** Use scanline identification number type in field 09 of input record. **In-House:** Value is 05 **Software Vendor:** Value is '03' for FEIN
4	VVV	Form Type (input field 10) (Composite Income Tax - 016)
5	PPPPP	Tax Secondary / Locality ID: Default to 00000 (zeros) for this tax type.
6	NNNN	NACTP Code: **Coupon Vendor:** Vendor's NACTP code **In-House:** Value is 1594 **Software Vendor:** NACTP assigned code
7	LLLLLLLL	Return Period End Date (MMDDYYYY) (field 13 of input record) Tax year end date. Example: 12312016
8	CC	mod 11 check digit*

iii. Business Post Filing Coupon (PFC)

Scanline - This line consists of 35 numbers in OCR-A Extended or OCR-A 12-point font located between .5 and 4 inches from the right hand edge of the form and .5 in from the bottom and shall be formatted as follows:

Business PFC Scanline 06 (35 characters)

TTKKKKKKKKKKKKKGGJJJJJVVVLLLLLLLLCC

Reference Number	Field Identifier	Description and where derived
1	TT	Constant of 06 (RPS SCANNABLE RETURN)
2	KKKKKKKKKKKKK	Identification Number: **Coupon Vendor**: Scanline identification number from field 08 of input record (right-justified) **In-House:** IDOR taxpayer ID & location number (9999999999999) (right-justified) **Software Vendor:** This is generally the taxpayer's federal ID number (9999999990000)
3	GG	Identification Number Type: The value is based upon the value in field 2: IDOR taxpayer ID/location = 05 Federal ID (FEIN) = 03 **Coupon Vendor:** Use scanline identification number type in field 09 of input record. **In-House:** Value is 05 **Software Vendor:** Value is '03' for FEIN
4	JJJJJ	Tax Secondary / Locality ID: Default to 00000 (zeros) for these tax types
5	VVV	Form Type (input field 10) BUSINESS INCOME TAX = 037 for in-house & software vendor
6	LLLLLLLL	Tax Return Period End Date (MMDDYYYY)
7	CC	mod 11 check digit *

b. Individual Income Taxes

i. Individual Estimated Voucher (IT-40ES)

Scanline - This line consists of 39 numbers in OCR-A Extended or OCR-A 12-point font located between .5 and 4.4 inches from the right hand edge of the form and .5 in from the bottom and shall be formatted as follows:

IT-40ES

TTKKKKKKKKKKKKGGVVVPPPPPNNNNLLLLLLLLCC

Reference Number	Field Identifier	Description and where derived
1	TT	Constant of 08 (RPS SCANNABLE RETURN)
2	KKKKKKKKKKKK	Identification Number: Right-justified **Coupon Vendor**: Scanline identification number from field 08 of input record (right-justified) **In-House:** IDOR account number (0999999999999) (right-justified) **Software Vendor:** Social Security number (9999999990000) (left-justified)
3	GG	Identification Number Type: The value is based upon the value in field 2. IDOR account number = 01 IDOR taxpayer ID/location = 05 Social Security number = 02 **Coupon Vendor:** Use scanline identification number type in field 09 of input record. **In-House:** Value is 01 **Software Vendor:** Value is 02
4	VVV	Form Type (input field 10) INDIVIDUAL INCOME TAX = 009 for coupon vendor & RPS in-house = 010 for software vendor
5	PPPPP	Tax Secondary / Locality ID: IND – Voucher number based upon the number in the taxpayer information box
6	NNNN	NACTP Code: **Coupon Vendor:** Vendor's NACTP code **In-House:** Value is 1594 **Software Vendor:** NACTP assigned code
7	LLLLLLLL	Return Period End Date (MMDDYYYY) (field 13 of input record) Tax year end date. Example: 12312017
8	CC	mod 11 check digit*

IND

Voucher Nbr	Scanline Cd
1	00001
2	00002
3	00003
4	00004
Extension	00005

ii. Individual Post Filing Coupon (PFC)

Scanline - This line consists of 35 numbers in OCR-A Extended or OCR-A 12-point font located between .5 and 4 inches from the right hand edge of the form and .5 in from the bottom and shall be formatted as follows:

Individual PFC Scanline 06 (35 characters)

TTKKKKKKKKKKKKGGJJJJJVVVLLLLLLLLCC

Reference Number	Field Identifier	Description and where derived
1	TT	Constant of 06 (RPS SCANNABLE RETURN)
2	KKKKKKKKKKKK	Identication Number: Right-justified and zero filled on the left. **Software Vendor**: Primary taxpayer SSN
3	GG	Identification Number Type: The value is based upon the value in field 2. IDOR account number = 01 Social Security number = 02 **In-House:** Value is 01 **Software Vendor:** Value is 02
4	JJJJJ	Taxpayer Intention Code "00001" = Single Filing, "00002" = Joint Filing, "00003" = Married Filing Separate If there is a single Social Security number and single taxpayer's name this field must be '00001'. If there are two Social Security numbers and there are taxpayer and spouse names, this field must be '00002'. If there are two Social Security numbers but only one taxpayer name this field must be '00003'.

5	VVV	Form Type (input field 10) INDIVIDUAL INCOME TAX = 039 for RPS in-house = 011 for software vendor
6	LLLLLLLL	Tax Return Period End Date (MMDDYYYY)
7	CC	mod 11 check digit *

c. Trust Taxes

i. Retail Sales/Out of State Sales/County Innkeeper/Prepaid Sales/Withholding Return Voucher

Scanline - This line consists of 39 numbers located between .5 in and 4.4 inches from the right edge of the form and .5 in from the bottom. **For the WH-1, a Courier 12-point font is required. For ALL OTHER scanlines, an OCR-A or OCR-A 12-point font is required.** The scanline must be formatted as follows:

- **ST-103 and WH-1 are restricted. See Section 8g for ST-103 and Section 9 for WH-1 for details.**
- **CIT-103, FPS-103 and USU-103 forms are restricted.**
  For department use only

ST-103/WH-1/CIT-103/FPS-103/USU-103/TF-103

TTKKKKKKKKKKKKKGGVVVPPPPPNNNNLLLLLLLLCC

Reference Number	Field Identifier	Description and where derived
1	TT	Constant of 08 (RPS SCANNABLE RETURN)
2	KKKKKKKKKKKKK	Identification Number: Right-justified **Coupon Vendor**: Scanline identification number from field 08 of input record **Software Vendor:** This IDOR Taxpayer ID & location number (9999999999999) **For ST-103/CIT-103/FPS-103/USU-103/TF-103/ WH-1U/WH-1** **In-House:** IDOR taxpayer ID & location number (9999999999999) **For FAB-103 and MVR-103:** **In-House:** IDOR Account number (0999999999999)
3	GG	Identification number type: The value is based upon the value in field 2: IDOR account number = 01 IDOR taxpayer ID/location = 05 **For ST-103/CIT-103/FPS-103/USU-103/TF-103/ WH-1U/WH-1** **Coupon Vendor:** Use scanline identification number type in field 09 of input record.

		In-House: Value is 05 **Software Vendor:** Value is 05 **For FAB-103 and MVR-103:** **Coupon Vendor:** Use scanline identification number type in field 09 of input record. **In-House:** Value is 01 **Software Vendor:** Value is 05.
4	VVV	Form Type (input field 10) (Retail Sales - 021 Withholding WH-1- 005 County Innkeepers – 024 Food and Beverage - 025 Motor Vehicle Rental Excise – 027 Firework - 061 Tire Fee - 022 Utility Service - 062 Withholding – WH-1U - 006)
5	PPPPP	Tax Secondary / Locality ID: Default to 00000 (zeros) for these tax types
6	NNNN	NACTP Code: **Coupon Vendor:** Vendor's NACTP code **In-House:** Value is 1594 **Software Vendor:** NACTP assigned code
7	LLLLLLLL	Liability Period (MMDDYYYY) derived from table
8	CC	mod 11 check digit*

ii. Food and Beverage/Motor Vehicle Rental Return Voucher

<u>Scanline</u> - This line consists of 39 numbers in OCR-A Extended or OCR-A 12-point font located between .5 in and 4.4 inches from the right hand edge of the form and .5 in from the bottom and shall be formatted as follows:

<u>FAB-103/MVR-103</u>

- **MVR-103 form is restricted. For department use only**

TTKKKKKKKKKKKKGGVVVPPPPPNNNNLLLLLLLLCC

Reference Number	Field Identifier	Description and where derived
1	TT	Constant of 08 (RPS SCANNABLE RETURN)

2	KKKKKKKKKKKKK	Identification Number: Right-justified **Coupon Vendor**: Scanline identification number from field 08 of input record (which is right-justified) **Software Vendor:** This IDOR taxpayer ID & location number (9999999999999) **For ST-103/CIT-103/FPS-103/USU-103/TF-103/ WH-1U/WH-1** **In-House:** IDOR taxpayer ID & location number (9999999999999) **For FAB-103 and MVR-103:** **In-House:** IDOR account number (0999999999999)
3	GG	Identification Number Type: The value is based upon the value in field 2. IDOR account number = 01 IDOR taxpayer ID/location = 05 **For ST-103/CIT-103 /FPS-103/USU-103/TF-103/ WH-1U/WH-1** **Coupon Vendor:** Use scanline identification number type in field 09 of input record. **In-House:** Value is 05 **Software Vendor:** Value is 05 **For FAB-103 and MVR-103:** **Coupon Vendor:** Use scanline identification number type in field 09 of input record. **In-House:** Value is 01 **Software Vendor:** Value is 05.
4	VVV	Form Type (input field 10) Retail Sales - 021 Withholding WH-1- 005 County Innkeepers - 024 Food and Beverage - 025 Motor Vehicle Rental Excise – 027 Firework - 061 Tire Fee - 022 Utility Service - 062 Withholding – WH-1U - 006
5	PPPPP	Tax Secondary / Locality ID: MVR tax district (see table) FAB locality code (see table) **Coupon Vendor:** Use scanline identification number type in field 17 of input record. **In-House:** See tables that follow **Software Vendor:** See tables that follow

6	NNNN	NACTP Code: **Coupon Vendor:** Vendor's NACTP code **In-House:** Value is 1594 **Software Vendor:** NACTP assigned code
7	LLLLLLLL	Liability Period (MMDDYYYY) derived from table
8	CC	mod 11 check digit*

FAB values for PPPPP.

Output to CD for RPS	Scanline CD	DECODE_TXT
02	02000	Allen
06	06000	Boone
0606A	06061	Zionsville
0606B	06062	Lebanon
0707	07070	Nashville
18	18000	Delaware
29	29000	Hamilton
2929A	29291	Carmel
2929B	29292	Noblesville
2929C	29293	Westfield
30	30000	Hancock
32	32000	Hendricks
3232A	32321	Brownsburg
3232B	32322	Plainfield
3232C	32323	Avon
33	33000	Henry
4444	44440	Shipshewana
48	48000	Madison
49	49000	Marion
5555	55550	Mooresville
5555A	55551	Martinsville
61611A	61611	Rockville
6767A	67671	Cloverdale
73	73000	Shelby
82	82000	Vanderburgh

MVR values for PPPPP.

The 5-digit tax district code should be use for the field.

iii. WH-1U Scanline Definition

Scanline - This line consists of 39 numbers in OCR-A Extended or OCR-A 12-point font located between .5 in and 4.4 inches from the right hand edge of the form and .5 in from the bottom and shall be formatted as follows:

WH-1U

TTKKKKKKKKKKKKKGGVVVPPPPPNNNNLLLLLLLLCC

Reference Number	Field Identifier	Description and where derived
1	TT	Constant of 08 (RPS SCANNABLE RETURN)
2	KKKKKKKKKKKKK	Identification Number: Right-justified **Coupon Vendor**: Scanline identification number from field 08 of input record **Software Vendor:** This IDOR taxpayer ID & location number (9999999999999) **For WH-1U** **In-House:** IDOR Taxpayer ID & location number (9999999999999)
3	GG	Identification number type: The value is based upon the value in field 2. IDOR account number = 01 IDOR taxpayer ID/location = 05 **WH-1U** **Coupon Vendor:** Use scanline identification number type in field 09 of input record. **In-House:** Value is 05 **Software Vendor:** Value is 05
4	VVV	Form Type (input field 10) Withholding – WH-1U - 006)
5	PPPPP	Tax Secondary / Locality ID: Default to 00000 (zeros)
6	NNNN	NACTP Code **Coupon Vendor:** Vendor's NACTP code **In-House:** Value is 1594 **Software Vendor:** NACTP assigned code
7	LLLLLLLL	Liability Period (MMDDYYYY) derived from table
8	CC	mod 11 check digit*

*** Check digit calculation instructions follow.**

d. Check Digit Calculation

The MOD 11 check digit routine for the State of Indiana is as follows:

Scanline Type 08 (1st two digits are "08"): Using the 37 scanline digits, other than the check digit, pair each digit with a sequential multiplier between 1 and 9. The first digit is multiplied by 1, the second by 2, etc. until you get to 9. After nine, the next digit is multiplied by 1, restarting the sequence. Next, the results of those multiplications are added together. Finally, the sum of those results is divided by 11 and the check digit is the remainder. It will always be between 00 and 10. The check digit must always be a 2-digit number, zero fill to the left of the numbers 0 through 9.

The Type 06 scanline check digit is calculated in the same manner as the 08 scanline, but using the first 33 of the 35 characters. Digits 34-35 are the check digit.

Scanline 08

The first 37 digits are defined on previous page. The final two digits are calculated from the first 37 digits:

```
Scanline Number  0812345678900010502529291123405202016
Position Number X1234567891234567891234567891234567891
```

0	X	1	=	0
8	X	2	=	16
1	X	3	=	3
2	X	4	=	8
3	X	5	=	15
4	X	6	=	24
5	X	7	=	35
6	X	8	=	48
7	X	9	=	63
8	X	1	=	8
9	X	2	=	18
0	X	3	=	0
0	X	4	=	0
0	X	5	=	0
1	X	6	=	6
0	X	7	=	0
5	X	8	=	40
0	X	9	=	0
2	X	1	=	2
5	X	2	=	10
2	X	3	=	6
9	X	4	=	36
2	X	5	=	10
9	X	6	=	54
1	X	7	=	7
1	X	8	=	8
2	X	9	=	18
3	X	1	=	3
4	X	2	=	8
0	X	3	=	0
5	X	4	=	20
2	X	5	=	10
0	X	6	=	0
2	X	7	=	14
0	X	8	=	0
1	X	9	=	9
6	X	1	=	6
				505

The final two digits of the scanline make up the check digit. The check digit for Scanline 08 is calculated from the first **37** digits of the scanline. Digit one is multiplied by 1. Digit two is multiplied by 2. The pattern continues through digit nine. Then the multipliers start over at 1. This pattern is repeated until all 37 digits have been multiplied. Then the results of those calculations are summed. In this case the sum is 505.

505 / 11 = 45 R10. The **check digit is 10**.

505 divided by 11 equals 45, remainder of 10.

<u>The remainder is the check digit, digits 38 & 39.</u>

Complete scanline: 081234567890001050252929112340520201610

Scanline 06

```
Scanline Number      0600004000040040200003011123120L6
Multiplier          X123456789123456789123456789123456
```

0	X	1	=	0
6	X	2	=	12
0	X	3	=	0
0	X	4	=	0
0	X	5	=	0
0	X	6	=	0
4	X	7	=	28
0	X	8	=	0
0	X	9	=	0
0	X	1	=	0
0	X	2	=	0
4	X	3	=	12
0	X	4	=	0
0	X	5	=	0
4	X	6	=	24
0	X	7	=	0
2	X	8	=	16
0	X	9	=	0
0	X	1	=	0
0	X	2	=	0
0	X	3	=	0
3	X	4	=	12
0	X	5	=	0
1	X	6	=	6
1	X	7	=	7
1	X	8	=	8
2	X	9	=	18
3	X	1	=	3
1	X	2	=	2
2	X	3	=	6
0	X	4	=	0
1	X	5	=	5
6	X	6	=	36
				195

The final two digits of the scanline make up the check digit. The check digit for Scanline 06 is calculated from the first **33** digits of the scanline. Digit one is multiplied by 1. Digit two is multiplied by 2. The pattern continues through digit nine. Then the multipliers start over at 1. This pattern is repeated until all 33 digits have been multiplied. Then the results of those calculations are summed. In this case the sum is 195.

195 / 11 = 17 R2, The **check digit is 08.**

195 divided by 11 equals 17, remainder of 8. **<u>The remainder is the check digit,</u>** which must print at the end of the scanline.

Complete Scanline:
060000400004004020000301112312016O8

5) Invalid PostNet Barcode (In-house and contracted vendors only)

a. Automation Friendly Vouchers

Note: The invalid PostNet barcode is not used by software developers. This barcode is only useful when it can be seen in a window envelope.
The invalid PostNet barcode that will be used in the window of the return envelope for "Automation Friendly" vouchers will be made of the following elements:

Invalid PostNet barcode format: TTJJJYY

TT = TYPE OF VOUCHER (last two digits of voucher type code used in the scanline)

05 = WH-1 (Restricted. See Section 9 for details)
06 = WH-1U
07 = IT-6
08 = URT-Q
09 = IT-40ES
16 = IT-6WTH
21 = ST-103 (Restricted. See Section 8e for details)
22 = TF-103
24 = CIT-103
25 = FAB-103
26 = ST-103P
27 = MVR-103
28 = FT-QP
29 = Accounts Receivable payment stubs created out of RPS (January 2001)

61 = FPS-103 Fireworks Public Safety Fee
62 = USU-103 Utility Services Use Tax
98 = DWD Payment Stubs (January 2002)

JJJ = Julian day of the voucher due date from dates table

YY = Julian year (last two digits) from the voucher due date from the dates table

The invalid PostNet barcode will contain the start bar, seven numeric character bars followed by the stop bar. The PostNet barcode in this format will be an invalid PostNet barcode.

The invalid PostNet barcode will appear as the first line of the return address that will appear in the window of the voucher envelope.

b. PFC (F-CEL) Payments

INVALID POSTNET BARCODE- For use in the window of the return envelope for the PFC, (f-cel), electronic filer payment voucher being returned to P.O. Box 1674 for PFC's.

Invalid PostNet barcode format: TTJJJYY

TT = TYPE OF VOUCHER

30 = PFC retail sales tax (f-cel)
31 = PFC withholding tax (f-cel)

64 = PFC county innkeepers tax (f-cel)
65 = PFC food and beverage tax (f-cel)
35 = PFC motor vehicle rental excise tax (f-cel)
66 = PFC prepaid sales tax (f-cel)
37 = PFC corporation tax (f-cel)
38 = PFC financial institution tax (f-cel)
39 = PFC individual income tax (f-cel)
40 = PFC Motor Fuel Tax (f-cel)
41 = PFC Special Fuel Tax (f-cel)
55 = PFC Tire Fee (f-cel)
60 = PFC SST

JJJ = Julian day of the voucher due date from dates table

YY = Julian year from the voucher due date from the dates table

The invalid PostNet barcode will contain the start bar, seven numeric character bars followed by the stop bar. The PostNet barcode in this format will be an invalid PostNet barcode.

The invalid PostNet barcode will appear as the first line of the return address that will appear in the window of the voucher envelope.

6) Due Date Tables

Annual Withholding Reconciliation Form (WH-3)
Due Date: Form WH-3 (0815) and state copies of Form W-2 and Form 1099 (if state withholding is included) must be filed **by the last day of January**.

Underpayment Form (WH-1U)
Form **WH-1U** is due on the same date as the final WH-1 for the year.
Example: Tax Year 2016 WH-1U for an Early Filer would be due on 01/20/2017
WH-1U for a Monthly Filer would be due on 01/30/2017

Period: **Monthly (Early Filer) and EFT Monthly (Early Filer)** Year Ending: 12/2017
Due Date: 20th of month following end of liability period

Forms: ST-103, TF-103, WH-1, FPS-103

Voucher Number	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	01/31/2017	02/21/2017
2	02/28/2017	03/20/2017
3	03/31/2017	04/20/2017
4	04/30/2017	05/22/2017
5	05/31/2017	06/20/2017

6	06/30/2017	07/20/2017
7	07/31/2017	08/21/2017
8	08/31/2017	09/20/2017
9	09/30/2017	10/20/2017
10	10/31/2017	11/20/2017
11	11/30/2017	12/20/2017
12	12/31/2017	01/22/2018

Period: **Monthly and EFT Monthly Filer** Year Ending: 12/2017
Due Date: 30 days following end of liability period

Forms: ST-103, TF-103, FAB-103, CIT-103, WH-1, MVR-103

Voucher Number	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	01/31/2017	03/02/2017
2	02/28/2017	03/30/2017
3	03/31/2017	05/01/2017
4	04/30/2017	05/30/2017
5	05/31/2017	06/30/2017
6	06/30/2017	07/31/2017
7	07/31/2017	08/30/2017
8	08/31/2017	10/02/2017
9	09/30/2017	10/30/2017
10	10/31/2017	11/30/2017
11	11/30/2017	01/02/2018
12	12/31/2017	01/30/2018

Period: **Annual** Year Ending: 12/2017
Due Date: Last day of month following end of liability period.

Forms: ST-103

Voucher Number	Print for the "Tax Period"	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	DEC 2017	12/31/2017	01/31/2018

Period: **Annual** Year Ending: 12/2017
Due Date: Last day of month following end of liability period.

Forms: TF-103, WH-1

Voucher Number	Print for the "Tax Period"	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	JAN thru DEC 2017	12/31/2017	01/31/2018

Period: **Annual** Year Ending: 12/2016
Due Date: Three months and 15 days following the end of the tax year, adjusting for weekends and holidays.

Form: ***Business*** PFC (calendar year filer)

Tax Period	Due Date
12/31/2016	04/18/2017 *(date consistent with IRS's observance of Emancipation Day in 2017).*

Period: **Annual** Year Ending: 12/2016
Due Date: Three months and 15 days following the end of the tax year, adjusting for weekends and holidays.

Form: ***Individual*** PFC

Tax Period	Due Date
12/31/2016	04/18/2017 *(date consistent with IRS's observance of Emancipation Day in 2017).*

IT-40ES Year Ending: 12/2017

Due Date: 15 days following the end of the liability period, adjusting for weekends and holidays.

Voucher Number	Tax Period	Liability Period (MMDDYYYY)	Date Voucher Due (MMDDYYYY)
1	JAN FEB MAR 2017	03/31/2017	04/18/2017 *(Emancipation Day observance)*
2	APR MAY 2017	05/31/2017	06/15/2017
3	JUN JUL AUG 2017	08/31/2017	09/15/2017
4	SEP OCT NOV DEC 2017	12/31/2017	01/16/2018

IT-6, FT-QP, URT-Q Period: **Quarterly Filer** Year Ending: 12/2017

The quarterly estimated return is payable on the 20th day of the fourth, sixth, ninth, and twelfth months of the taxable year. The extension payment is due on the 15th day of the fourth month following the close of the tax year, adjusting for weekends and holidays.

Voucher Number	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	03/31/2017	04/20/2017
2	06/30/2017	06/20/2017
3	09/30/2017	09/20/2017
4	12/31/2017	12/20/2017
5	12/31/2017	04/17/2018 *(date consistent with IRS observance of Emancipation Day in 2018)*

IT-6, FT-QP, URT-Q Period: **Quarterly Filer** Year Ending: 01/2018

Voucher Number	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	04/30/2017	05/22/2017
2	07/31/2017	07/20/2017
3	10/31/2017	10/20/2017

4	01/31/2018	01/22/2018
5	01/31/2018	05/15/2018

IT-6, FT-QP, URT-Q Period: **Quarterly Filer** Year Ending: 02/2018

Voucher Number	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	05/31/2017	06/20/2017
2	08/31/2017	08/21/2017
3	11/30/2017	11/20/2017
4	02/28/2018	02/20/2018
5	02/28/2018	06/15/2018

IT-6, FT-QP, URT-Q Period: **Quarterly Filer** Year Ending: 03/2018

Voucher Number	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	06/30/2017	07/20/2017
2	09/30/2017	09/20/2017
3	12/31/2017	12/20/2017
4	03/31/2018	03/20/2018
5	03/31/2018	07/16/2018

IT-6, FT-QP, URT-Q Period: **Quarterly Filer** Year Ending: 04/2018

Voucher Number	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	07/31/2017	08/21/2017

2	10/31/2017	10/20/2017
3	01/31/2017	01/22/2018
4	04/30/2018	04/20/2018
5	04/30/2018	08/15/2018

IT-6, FT-QP, URT-Q Period: **Quarterly Filer** Year Ending: 05/2018

Voucher Number	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	08/31/2017	09/20/2017
2	11/30/2017	11/20/2017
3	02/28/2018	02/20/2018
4	05/31/2018	05/21/2018
5	05/31/2018	09/17/2018

IT-6, FT-QP, URT-Q Period: **Quarterly Filer** Year Ending: 06/2018

Voucher Number	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	09/30/2017	10/20/2017
2	12/31/2017	12/20/2017
3	03/31/2018	03/20/2018
4	06/30/2018	06/20/2018
5	06/30/2018	10/15/2018

IT-6, FT-QP, URT-Q Period: **Quarterly Filer** Year Ending: 07/2018

Voucher Number	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	10/31/2017	11/20/2017
2	01/31/2018	01/22/2018
3	04/30/2018	04/20/2018
4	07/31/2018	07/20/2018
5	07/31/2018	11/15/2018

IT-6, FT-QP, URT-Q Period: **Quarterly Filer** Year Ending: 08/2018

Voucher Number	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	11/30/2017	12/20/2017
2	02/28/2018	02/20/2018
3	05/31/2018	05/21/2018
4	08/31/2018	08/20/2018
5	08/31/2018	12/17/2018

IT-6, FT-QP, URT-Q Period: **Quarterly Filer** Year Ending: 09/2018

Voucher Number	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	12/31/2017	01/22/2018
2	03/31/2018	03/20/2018
3	06/30/2018	06/20/2018
4	09/30/2018	09/20/2018
5	09/30/2018	01/15/2019

IT-6, FT-QP, URT-Q Period: **Quarterly Filer** Year Ending: 10/2018

Voucher Number	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	01/31/2018	02/20/2018
2	04/30/2018	04/20/2018
3	07/31/2018	07/20/2018
4	10/31/2018	10/22/2018
5	10/31/2018	02/15/2019

IT-6, FT-QP, URT-Q Period: **Quarterly Filer** Year Ending: 11/2018

Voucher Number	Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
1	02/28/2018	03/20/2018
2	05/31/2018	05/21/2018
3	08/31/2018	08/20/2018
4	11/30/2018	11/20/2018
5	11/30/2018	03/15/2019

IT-6WTH Period: **Annual Filer**

The composite withholding voucher with payment is due on the 15th day of the fourth month following the end of the corporate account period, adjusting for weekends and holidays.

Liability Period (MM/DD/YYYY)	Date Voucher Due (MM/DD/YYYY)
12/31/2016	04/18/2017 *(date consistent with IRS observance of Emancipation Day in 2017)*
01/31/2017	05/15/2017
02/28/2017	06/15/2017
03/31/2017	07/17/2017

04/30/2017	08/15/2017
05/31/2017	09/15/2017
06/30/2017	10/16/2017
07/31/2017	11/15/2017
08/31/2017	12/15/2017
09/30/2017	01/16/2018
10/31/2017	02/15/2018
11/30/2017	03/15/2018

7) Standards for All Voucher Sized Documents (See Section 9 for WH-1 specifications.)

a. Imaged Forms

Some vouchers produced by software packages are imaged forms. (See "Imaged Forms" on page https://secure.in.gov/dor/software/proofs/3889.htm) Substitutes for these forms must be nearly identical to the examples provided. Be sure to read "2016 Standards for Substitute Tax Forms" on the same webpage for important formatting requirements.

b. Form Size

3.6667 in x 8.5 in, 1/3 of an 8.5 x 11 sheet, preferred to be the bottom one third of the page.

c. Substitute Form Evaluation

Variations in font definitions may result in variations in character spacing. It is strongly recommended that DOR samples be used as an Adobe Pro overlay on PDF versions of the developer's forms. Text and data placement should be verified before the form is submitted to the department.

d. Sizing

***Important:* Users of your software must be instructed to avoid shrinking forms when printing. Printers *must* produce print at 100%, not "shrink to fit" or "reduce to fit page." These options change the placement of critical data and require time consuming manual processing by the department.**

e. Detachment Instructions

These instructions print just above the top of the coupon:
Software developers print "Cut on line before mailing." Thickness of cut line should be 0.75 pt.
In-house and contract printers print "Fold on perforation before tearing."

f. Additional Instructions

Users should be instructed to mail only the voucher and check. Check stubs must be removed. Correspondence should not be included with vouchers.

g. Fold/Cut Line

Software developers print dashed cut line.
In-house and contract printers print on perforated paper.

h. Formatting Variables

Be sure to read "Formatting Taxpayer Information on Voucher or WH-1" and "Due Date Tables."

i. Return Address

Return address barcodes are not needed on forms generated from software developer programs. In-house and coupon vendor coupons are mailed with window envelopes and utilize these barcodes printed in a Post Office-approved font, such as the Lotus postal barcode:

1) In-house and contract printers will print the "Invalid PostNet Barcode" (See "Invalid PostNet Barcode" section) above the address.
2) In-house and contract printers will print a USPS-approved barcode with the return address.

j. CAR Amount (remittance amount)

1) CAR amount sits on a line 1 1/6 inches from the bottom edge of the form and ends1/2 inch from the right edge of the form.
2) The field prints in OCR-A EXTENDED (or OCR-A) 12-point font. (Note: This font is NOT used on the WH-1 form.)
3) A decimal point must separate dollars and cents.
4) The amount is right justified and zero suppressed on the left.
5) No commas should be printed.
6) **Location and formatting of this field are critical for the department's high-speed processing.**
   EXAMPLE:

```
99999999.99
     999.99
        .99
```

k. Other Dollar Amounts

1) Other dollar amounts must print in Courier New 12-point font.
2) Amount should be right-justified.
3) No commas should be printed.
4) Decimal points must separate dollars from cents.
5) Negative amounts should be expressed using a negative sign/dash to the left of the number.

l. OCR-A Extended Scanline

The scanline sits on a line 1/2 inch from the bottom of the form. The final digit ends 1/2 inch from the right edge of the form. Scanline placement and OCR-A EXTENDED (or OCR-A) 12-point font are critical for speed and accuracy of payment processing. (Note: This font is NOT used on the WH-1.)

m. NACTP Code

Software vendors should print their vendor code without parentheses. i.e. "1234". This code is assigned by the National Association of Computerized Tax Processors. Membership is not required and there is no fee involved. To request a code, visit the NACTP website at http://www.nactp.org/index.php/about-nactp/nactpidrequest

Please note: PFC-IND and the PFC-COR are the ***only*** vouchers that use NACTP code in upper right corner.

8) Voucher Specific Requirements (See Section 9 for WH-1 specifications.)

a. Indiana Food and Beverage Tax Coupon (FAB-103) Specifications

FOR USE in 2017

Illustrations

Two illustrations are included with these specifications and should be used in setting up your software:

- FAB-103 GRID EXAMPLE – This illustration shows exact placement of text and variable fields using a grid of six lines to the inch and ten characters to the inch.
- FAB-103 EXAMPLE – This is a copy of the voucher with variable locations indicated with 9s and Xs.

Visual Tax Type Identifier

This box contains only the letter "F" in Arial 14-point font.

Collection Allowance

Any changes to these collection allowances will be reflected in a departmental notice or information bulletin. Please stay informed by signing up for email alerts. Just go to our homepage, http://www.in.gov/dor/index.htm and click on the red exclamation mark to sign up. Indicate which webpages you want to track and you will receive an email each time they are updated.

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b. Indiana Corporation Estimated Income Tax Voucher (IT-6) Specifications

FOR USE in 2017

Fonts

Limited data is captured from this form using OCR/ICR. Fonts and placement should closely match the IDOR example. Total Tax and scanline must be in OCR-A or OCR-A Extended 12-point font. Locations of these two fields are critical. Courier 12-point font is recommended for other variable information and Form ID (IT-6 and revision date). A “fingerprint match” of the text is not required. Please do not use any font smaller than 8 point.

Illustrations

Two illustrations, found in the “Examples” section, should be used in setting up your software:

- IT-6 GRID EXAMPLE – This illustration shows exact placement of fields using a grid of six lines to the inch and 10 characters to the inch.
- IT-6 EXAMPLE – This is a copy of the voucher with variable locations indicated with 9s and Xs.

Extension Title

Print only for Extensions. Leave blank for vouchers 1-4.

Visual Tax Type Identifier

Area contains only the number “6” in Arial 24-point font.

Voucher Number

Print heading and number only for vouchers 1-4, not Extension.

c. Indiana Composite Withholding Tax Voucher (IT-6WTH) Specifications

FOR USE in 2017

Fonts

Limited data is captured from this form using OCR/ICR. Fonts and placement should closely match the IDOR example. Total Tax and scanline must be in OCR-A or OCR-A Extended 12-point font. Locations of these two fields are critical. Courier 12-point font is recommended for other variable information and Form ID (IT-6WTH and revision date). A “fingerprint match” of the text is not required. Please do not use any font smaller than 8 point.

Illustrations

Two illustrations, found in the “Examples” section, should be used in setting up your software:

- IT-6WTH GRID EXAMPLE – This illustration shows exact placement of fields using a grid of six lines to the inch and 10 characters to the inch.
- IT-6WTH EXAMPLE – This is a copy of the voucher with variable locations indicated with 9s and Xs.

Visual Tax Type Identifier

Area contains “6W” in Arial 24-point font.

d. Indiana Individual Estimated Income Tax Voucher (IT-40ES) Specifications
FOR USE in 2017

Reminders
Remember, IT-40ES vouchers printed with a tax return are for the FOLLOWING YEAR and must reflect that. The scanline date is especially critical.

Illustrations
Two illustrations, found in the "Examples" section, should be used in setting up your software:
- IT-40ES GRID EXAMPLE – This illustration shows exact placement of text and variable fields using a grid of six lines to the inch and ten characters to the inch.
- IT-40ES EXAMPLE – This is a copy of the voucher with variable locations indicated with 9s and Xs.

Visual Tax Type Identifier
- It contains only the letter "E" in Arial 14-point font.

Taxpayer Name(s)
- First Name, 1 space, Middle Initial, 1 space, Last Name (Second name is for spouse, if filing jointly.)
- Note: This information is not captured using OCR/ICR. A smaller font may be used, but text must be limited to the allotted area. Do not use a font smaller than 8 point.

Variable Data
- Due date of the voucher from the appropriate table in Section 6.
- Taxpayer Social Security number formatted as 999 99 9999 (In-house and coupon vendor print taxpayer ID.)
- Spouse's Social Security number formatted as 999 99 9999 (In-house and coupon vendor print taxpayer ID.)
- Account ID (12 digits) is printed under the taxpayer's TID. (Only printed by in-house and coupon vendor.)

Payment Allocation
Refer to Example.
If software does not print the county codes and dollar amounts, hand-constraint boxes should be printed in drop out or light grey ink.

Note Regarding Return Address:
- Software developers – use P.O. Box 7225
- In-house and contracted vendors – use P.O. Box 7223

Note Regarding CAR Amount (payment)
If software does not print the CAR amount, hand constraint boxes should be printed in light grey or drop out ink. The decimal point should be printed in black.

e. ***Business*** Post Filing Coupon (PFC) Specifications
FOR USE in 2017 for Tax Year 2016

Reminder
PFCs won't be approved without two full-page samples. Top of each page must contain PFC letter. See https://secure.in.gov/dor/software/software-files/post-filing-coupon-instructions.pdf for letter specifications.

Fonts
Scanline and Amount Due fonts and locations are not flexible. Minor variations in the other fonts are acceptable. No font smaller than 8 point should be used.

Illustrations
Two illustrations, found in the "Examples" section, should be used in setting up your software:
- PFC-COR GRID EXAMPLE – This illustration shows exact placement of fields using a grid of six lines to the inch and 10 characters to the inch.

- PFC-COR EXAMPLE – This is a copy of the voucher with variable locations indicated with 9s and Xs.

Disavowal Language (Software developer versions only)
Text should read, "Electronic calculation, processing, and payment of state tax liabilities serve as a convenience for Indiana taxpayers. The taxpayer remains responsible for providing accurate information and remains liable for payment of the correct amount of tax."

Taxpayer Identification
See example under VARIABLE DATA below and attached PFC-COR EXAMPLE.

- Line 1:
  → Federal ID Number formatted as ""99 9999999"

Variable Data
See attached PFC-COR EXAMPLE. Note: **Period End Date and Due Date change each year. See appropriate** table in Section 6.

Taxpayer Information
See attached PFC-COR EXAMPLE. (It is not necessary to leave blank lines. Lower lines may "bump up.")

- Line 1: Blank
- Line 2: Business name
- Line 3: Address Line 1
- Line 4: Address Line 2
- Line 5: Address Line 3

f. *Individual* Post Filing Coupon (PFC) Specifications
FOR USE in 2017 for Tax Year 2016

Reminder
PFCs won't be approved without two full-page samples. Top of each page must contain PFC letter. See https://secure.in.gov/dor/software/software-files/software_pfc.pdf for letter specifications.

Fonts
Scanline and Amount Due fonts and locations are not flexible. Minor variations in the other fonts are acceptable. No font smaller than 8 point should be used.

Illustrations
Two illustrations, found in the "Examples" section, should be used in setting up your software:

- PFC-IND GRID EXAMPLE – This illustration shows exact placement of fields using a grid of six lines to the inch and 10 characters to the inch.
- PFC-IND EXAMPLE – This is a copy of the voucher with variable locations indicated with 9s and Xs.

Disavowal Language (Software developer versions only)
Text should read, "Electronic calculation, processing, and payment of state tax liabilities serve as a convenience for Indiana taxpayers. The taxpayer remains responsible for providing accurate information and remains liable for payment of the correct amount of tax."

Taxpayer Identification
See example under VARIABLE DATA below and attached PFC-IND EXAMPLE.

- Line 1:
  → Literal "*SSN 1 "
  → Primary taxpayer Social Security number formatted as "999 99 9999"
- Line 2:
  → Literal "*SSN 2 "
  → Spouse or joint SSN if payment is for a joint filing. Format as "999 99 9999".
  (If there is no joint SSN print "SSN2" and leave the remainder of the line blank).

Variable Data
See attached PFC-IND EXAMPLE. Note: **Period End Date and Due Date change each year. See appropriate** table in Section 6.

Taxpayer Information
See attached PFC-IND EXAMPLE. (It is not necessary to leave blank lines. Lower lines may "bump up.")
- Line 1: Blank
- Line 2: Primary taxpayer name (first, middle initial, last)
- Line 3: Secondary taxpayer name (first, middle initial, last) - only for joint filing.
- Line 4: Address Line 1
- Line 5: Address Line 2
- Line 6: Address Line 3

g. Indiana Sales and Use Tax Coupon (ST-103) Specifications
FOR USE in 2017

FORM ST-103 IS RESTRICTED. Electronic filing of the ST-103 is mandated. Only amended ST-103s will be approved. The amended box must be filled on the form so it is not possible to print the form without it being marked as amended. Users must be informed that original returns must be filed electronically. Paper returns are only acceptable for the purpose of amending a previously filed return. **The amended return must be a complete replacement for the original.**

Illustrations
Two illustrations, found in the "Examples" section, should be used in setting up your software:
- ST-103 (Amended) GRID EXAMPLE – This illustration shows exact placement of fields using a grid of six lines to the inch and 10 characters to the inch.
- ST-103 (Amended) EXAMPLE – This is a copy of the voucher with variable locations indicated with 9s and Xs.

Taxpayer Information Fields
- Indiana Taxpayer Identification Number 9999999999 999 (10-digit ID number assigned by the Indiana Department of Revenue, 1 space, 3-digit location number.) **Ten and three numeric digits required. Do not print anything else in this field or allow users to print without 13 digits.**
- Tax Period (See "Formatting Taxpayer Information on Voucher or WH-1" and "Due Date Tables.")
- Filing Status – 15 characters (See "Formatting Taxpayer Information on Voucher or WH-1.")
- Period Ending Date (See "Formatting Taxpayer Information on Voucher or WH-1" and "Due Date Tables.")

Visual Tax Type Identifier
It contains only the letter "S" in Arial 14-point font. **Location and format of this field are critical.**

Dollar Amounts
These fields must be numeric or blank. Do not allow printing of text such as "none."

Current interest rates and sales tax rates can be found in the appropriate departmental notice at http://www.in.gov/dor/reference/notices/index.html.

Collection Allowance

Any changes to collection allowances will be reflected in a departmental notice or information bulletin.   Please stay informed by signing up for email alerts.

h. Indiana WH-1U (Underpayment of Withholding Taxes) Specifications
FOR USE in 2017

Illustrations
Two illustrations, found in the "Examples" section, should be used in setting up your software:
- WH-1U GRID EXAMPLE – This illustration shows exact placement of fields using a grid of six lines to the inch and ten characters to the inch.
- WH-1U EXAMPLE – This illustration shows data correctly spaced on the form.

Form Name
- Literal "Underpayment Form"

Taxpayer Information Fields
- Indiana Taxpayer Identification Number 9999999999 999 (10-digit ID number assigned by the Indiana Department of Revenue, 1 space, 3-digit location number.) **Ten and three numeric digits required.**
- Tax Period (See "Formatting Taxpayer Information on Voucher or WH-1" and "Due Date Tables.")
- Filing Status – 15 characters (See "Formatting Taxpayer Information on Voucher or WH-1")
- Period Ending Date.(See "Formatting Taxpayer Information on Voucher or WH-1" and "Due Date Tables.")

Visual Tax Type Identifier
- It contains only the letter "W" in Times New Roman 24-point font. (A similar large font may be substituted.)

9) Indiana Withholding Tax Return (WH-1) Notes
FOR USE in 2017

FORM WH-1 IS RESTRICTED.

Electronic filing of the WH-1 is mandated. We encourage developers to offer electronic filing of withholding tax for their customers. For details, visit our website at http://www.in.gov/dor/4035.htm

Software developers who are certified to bulk upload 2017 Electronic WH-1 returns will be allowed to submit paper Amended WH-1 returns **for approval**. The amended box must be filled on the form so it is not possible to print the form without it being marked as amended. Users must be informed that original returns must be filed electronically. Paper returns are only acceptable for the purpose of amending a previously filed return. **The amended return must be a complete replacement for the original, including all county details.**

Illustrations
Two illustrations, linked from the "Miscellaneous Forms" section of the Form List for Software Developers page, should be used in setting up your software:
- WH-1 (Amended) GRID EXAMPLE – This illustration shows exact placement of fields using a grid of six lines to the inch and ten characters to the inch.
- WH-1 (Amended) EXAMPLE – This illustration shows data correctly spaced on the form.

Content
Form WH-1 consists of two full pages. **County taxes withheld must be broken down by county.** The scanline is required. Be aware that the **WH-1 scanline is the only one that must be printed in Courier New 12-point font.**

Imaged Form
It is important to note that this form will be read using OCR/ICR technology. Substitute forms must match the department example very closely in all respects. See "Imaged Forms" on page https://secure.in.gov/dor/software/proofs/3889.htm .) Be sure to read "2016 Standards for Substitute Tax Forms" on the same page for important formatting requirements.

Substitute Form Evaluation

Variations in font definitions may result in variations in character spacing. It is strongly recommended that DOR samples be used as an Adobe Pro overlay on PDF versions of the developer's forms. Text and data placement should be verified before the form is submitted to the department.

10) Examples

Voucher	Illustration Type	Page #
FAB	Grid Example	43
FAB	Example	44
IT-6	Grid Example	45
IT-6	Example	46
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ST-103 **(Amended)**	Grid Example	55
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Indiana Department of Revenue
Food and Beverage Tax Voucher
FAB-103
For Use for Tax Year 2017
09/15/2016

Cut on line before mailing.

FAB-103 0812 **FOOD & BEVERAGE TAX**

Authorized
X Signature ________________________________

I declare under penalties of perjury that this is a true, correct and complete return **F**

Date ____________ Phone # ____________________

XXXXXBusinessNameXXXXXXXXXXXXXX
XXXXXXXXXXDBANameXXXXXXXXXXXXXX

Taxpayer ID Number **For Tax Period**
9999999999 999 XXXXXXXXX 9999

Due on or Before
XXX 99 9999

County/Town
X **Check if Amended** XXXXXXXXXXXXXXXXXX

Total Sales of Food & Beverages (Do Not Include Tax)	A.	999999999.99
Total Exempt Food & Beverage Sales ___________	B.	999999999.99
Net Taxable Sales (Subtract Line B from Line A) ___	C.	999999999.99
Tax Due (? % of Line C) ________________	D.	999999999.99
Collection Allowance (. ? ? % of Line D)		
Do Not Use this Line if the Payment is Late________	E.	999999999.99
Net Tax Due (Subtract Line E from Line D)________	F.	999999999.99
Penalty is Greater of $5 or 10% of Line F (Plus Interest)*		
Use this line only if return is filed late ___________	G.	999999999.99
* The 2017 Annual Interest Rate is ? %		
Adjustments (An explanation must be attached) ___	H.	999999999.99
Total Amount Due (Total Lines F and G plus or minus H)_____	I.	999999999.99

INDIANA DEPARTMENT OF REVENUE
P.O. BOX 7229
INDIANAPOLIS IN 46207-7229

0899999999999999990259999999999999999999

Indiana Department of Revenue
Food and Beverage Tax Voucher
FAB-103
For Use for Tax Year 2017
09/15/2016

Cut on line before mailing.

FAB-103 0812 **FOOD & BEVERAGE TAX**

X Authorized Signature ________________________________

I declare under penalties of perjury that this is a true, correct and complete return. **F**

Date __________ Phone # ______________________

XXXXXBusinessNameXXXXXXXXXXXXXX
XXXXXXXXXXDBANameXXXXXXXXXXXXXX

Taxpayer ID Number 9999999999 999

For Tax Period XXXXXXXXX 9999

Due on or Before XXX 99 9999

County/Town XXXXXXXXXXXXXXXXX

X **Check if Amended**

Total Sales of Food & Beverages (Do Not Include Tax)	A.	999999999.99
Total Exempt Food & Beverage Sales ____________	B.	999999999.99
Net Taxable Sales (Subtract Line B from Line A) ___	C.	999999999.99
Tax Due (? % of Line C) ____________________	D.	999999999.99
Collection Allowance (. ? ? % of Line D) Do Not Use this Line if the Payment is Late________	E.	999999999.99
Net Tax Due (Subtract Line E from Line D) ________	F.	999999999.99
Penalty is Greater of $5 or 10% of Line F (Plus Interest)* Use this line only if return is filed late ____________	G.	999999999.99
* The 2017 Annual Interest Rate is ? %		
Adjustments (An explanation must be attached) ____	H.	999999999.99
Total Amount Due (Total Lines F and G plus or minus H) _____	I.	999999999.99

INDIANA DEPARTMENT OF REVENUE
P.O. BOX 7229
INDIANAPOLIS IN 46207-7229

08999999999999999902599999999999999999999

Indiana Department of Revenue
IT-6
For Use for Tax Year 2017
09/15/2016

Blank for Extension Payments

Blank for Vouchers 1 - 4

Cut on line before mailing

IT-6 0812 EXTENSION PAYMENT

Payable on 15th day of 4th month following close of tax year.

XXXXXBusinessNameXXXXXXXXXXXXX
XXXXXAddressLine1XXXXXXXXXXXXX
XXXXXAddressLine2XXXXXXXXXXXXX

6

Printed Name of Officer Title

Signature of Officer Title

Date ____________ Daytime Phone # ______________

Federal ID Number	**Due Date**
99 9999999	99 99 9999

Voucher Number	**Calendar or Fiscal Year Ending**
9	XXX 9999

Enter Total Tax Below

999999999.99

INDIANA DEPARTMENT OF REVENUE
P.O. BOX 7226
INDIANAPOLIS, IN 46207-7226

08999999999999999900799999999999999999999

Indiana Department of Revenue
IT-6
For Use for Tax Year 2017
09/15/2016

Blank for Extension Payments

Blank for Vouchers 1 - 4

Cut on line before mailing

IT-6 0812 EXTENSION PAYMENT

Payable on 15th day of 4th month following close of tax year.

XXXXXBusinessNameXXXXXXXXXXXXX
XXXXXAddressLine1XXXXXXXXXXXXX
XXXXXAddressLine2XXXXXXXXXXXXX

6

Printed Name of Officer Title

Signature of Officer Title

Date ____________ Daytime Phone # ____________

Federal ID Number **Due Date**

99 9999999 99 99 9999

Voucher Number **Calendar or Fiscal Year Ending**

9 XXX 9999

Enter Total Tax Below

999999999.99

INDIANA DEPARTMENT OF REVENUE
P.O. BOX 7226
INDIANAPOLIS, IN 46207-7226

0899999999999999990079999999999999999999

Indiana Department of Revenue
IT-6WTH
For Use for Tax Year 2017
09/15/2016

Cut on line before mailing

IT-6WTH 1013

XXXXXBusinessNameXXXXXXXXXXXXX
XXXXXAddressLine1XXXXXXXXXXXXX
XXXXXAddressLine2XXXXXXXXXXXXX

6W

Printed Name of Officer Title

Signature of Officer Title

Date ____________ Daytime Phone # ____________

Federal ID Number 99 9999999

Due Date 99 99 9999

Calendar or Fiscal Year Ending XXX 9999

Enter Total Tax Below

999999999.99

INDIANA DEPARTMENT OF REVENUE
P.O. BOX 6077
INDIANAPOLIS, IN 46206-6077

0899999999999999999016999999999999999999

Indiana Department of Revenue
IT-6WTH
For Use for Tax Year 2017
09/15/2016

Cut on line before mailing

IT-6WTH 1013

XXXXXBusinessNameXXXXXXXXXXXXX
XXXXXAddressLine1XXXXXXXXXXXXX
XXXXXAddressLine2XXXXXXXXXXXXX

6W

Printed Name of Officer Title

Signature of Officer Title

Date ____________ Daytime Phone # ______________

Federal ID Number 99 9999999

Due Date 99 99 9999

Calendar or Fiscal Year Ending XXX 9999

Enter Total Tax Below

999999999.99

INDIANA DEPARTMENT OF REVENUE
P.O. BOX 6077
INDIANAPOLIS, IN 46206-6077

0899999999999999901699999999999999999999

Indiana Department of Revenue
Individual Estimated Income Tax Voucher
IT-40ES
For Use for Tax Year 2017
09/15/2016

NOTE:

Return address varies by source. Software developers should use:
P.O. Box 7225 and Zip 46207-7225

In-house and contract printers use:
P.O. Box 7223 and Zip 46207-7223

Tax Year End Date

Cut on line before mailing

Tax year ending: 99 99 9999

Taxpayer Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Taxpayer Name: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

IT-40ES 0812

INDIVIDUAL ESTIMATED INCOME TAX

Voucher Number 9

Due Date 99 99 9999

E

State Income Tax 1. 999999999.99

Your County 99 County Tax 2. 999999999.99

Your Taxpayer ID Number 999 99 9999

Spouse's Taxpayer ID Number 999 99 9999

Spouse's County 99 County Tax 3. 999999999.99

Total Estimated Payment 999999999.99

INDIANA DEPARTMENT OF REVENUE
P.O. BOX 7225
INDIANAPOLIS IN 46207-7225

089999999999999999010999999999123120179 9

Indiana Department of Revenue
Individual Estimated Income Tax Voucher
IT-40ES
For Use for Tax Year 2017
09/15/2016

NOTE:

Return address varies by source. Software developers should use:
P.O. Box 7225 and Zip 46207-7225

In-house and contract printers use:
P.O. Box 7223 and Zip 46207-7223

Tax Year End Date

Cut on line before mailing

Tax year ending: 99 99 9999
Taxpayer Name: XXXXXXXXXXXXXXXXXXXXXXXXXX
Taxpayer Name: XXXXXXXXXXXXXXXXXXXXXXXXXX

Voucher Number 9

Due Date 99 99 9999

E

Your Taxpayer ID Number 999 99 9999

Spouse's Taxpayer ID Number 999 99 9999

IT-40ES 0812

INDIVIDUAL ESTIMATED INCOME TAX

		State Income Tax 1.	999999999.99
Your County	99	County Tax 2.	999999999.99
Spouse's County	99	County Tax 3.	999999999.99
Total Estimated Payment			999999999.99

INDIANA DEPARTMENT OF REVENUE
P.O. BOX 7225
INDIANAPOLIS IN 46207-7225

0899999999999999999010999999999123120179999

Indiana Department of Revenue
Post Filing Coupon
PFC-COR
For Use for Tax Year 2016
09/15/2016

Top of page must contain PFC Letter as indicated in Publication COR 4164.

See https://secure.in.gov/dor/software/software-files/post-filing-coupon-instructions.pdf for letter specifications.

Note: MUST BE INCLUDED

Note: *Vendor's NACTP*

Cut on line before mailing

POST FILING COUPON PFC 0912 9999

"Electronic calculation and processing of state tax liabilities serve as a convenience for Indiana taxpayers. The taxpayer remains responsible for providing accurate information and remains liable for payment of the correct amount of tax."

Federal ID Number 99 9999999

Period End Date 99 99 9999
Date Due 99 99 9999
Tax Type COR

Mail and make check payable to
INDIANA DEPARTMENT OF REVENUE
P.O. BOX 1674
INDIANAPOLIS, IN 46206-1674

Amount Due: 999999999.00

TAXPAYER NAME XXXXXXXXXXXXXXXX
ADDRESS LINE 1 XXXXXXXXXXXXXXX
ADDRESS LINE 2 XXXXXXXXXXXXXXX
CITY STATE ZIPXXXXXXXXXXXXXXXXX

0699999999999999999999990379999999999

Indiana Department of Revenue
Post Filing Coupon
PFC-COR
For Use for Tax Year 2016
09/15/2016

Top of page must contain PFC Letter as indicated in Publication COR 4164.
See https://secure.in.gov/dor/software/software-files/post-filing-coupon-instructions.pdf for letter specifications.

Note: MUST BE INCLUDED

Note: *Vendor's NACTP*

Cut on line before mailing

POST FILING COUPON PFC 0912 9999

"Electronic calculation and processing of state tax liabilities serve as a convenience for Indiana taxpayers. The taxpayer remains responsible for providing accurate information and remains liable for payment of the correct amount of tax."

Federal ID Number 99 9999999

Period End Date 99 99 9999
Date Due 99 99 9999
Tax Type COR

Mail and make check payable to
INDIANA DEPARTMENT OF REVENUE
P.O. BOX 1674
INDIANAPOLIS, IN 46206-1674

Amount Due: 999999999.00

TAXPAYER NAME XXXXXXXXXXXXXXXX
ADDRESS LINE 1 XXXXXXXXXXXXXXX
ADDRESS LINE 2 XXXXXXXXXXXXXXX
CITY STATE ZIPXXXXXXXXXXXXXXXX

069999999999999999999990379999999999

Indiana Department of Revenue
Post Filing Coupon
PFC-IND
For Use for Tax Year 2016
09/15/2016

Top of page must contain PFC Letter as indicated in Publication IND 1346.
See https://secure.in.gov/dor/software/software-files/software_pfc.pdf for letter specifications.

Note: MUST BE INCLUDED

Note: *Vendor's NACTP*

Cut on line before mailing

__ __

POST FILING COUPON PFC 0912 XXXX

"Electronic calculation, processing, and payment of state tax liabilities serve as a convenience for Indiana taxpayers. The taxpayer remains responsible for providing accurate information and remains liable for payment of the correct amount of tax."

*SSN 1 XXX XX XXXX
*SSN 2 XXX XX XXXX
Period End Date XX XX XXXX
Date Due XX XX XXXX
Tax Type IND

Mail and make check payable to
INDIANA DEPARTMENT OF REVENUE
P.O. BOX 1674
INDIANAPOLIS, IN 46206-1674

FIRST MIDDLE LASTXXXXXXXXXXXXX
NAME 2 ONLY IF JOINT FILINGXXX
ADDRESS LINE 1 XXXXXXXXXXXXXXX
ADDRESS LINE 2 XXXXXXXXXXXXXXX
CITY STATE ZIPXXXXXXXXXXXXXXXX

Amount Due: 999999999.00

06999999999999999999999011999999999

Indiana Department of Revenue
Post Filing Coupon
PFC-IND
For Use for Tax Year 2016
09/15/2016

Top of page must contain PFC Letter as indicated in Publication IND 1346.
See https://secure.in.gov/dor/software/software-files/software_pfc.pdf for letter specifications.

Note: MUST BE INCLUDED

Note: *Vendor's NACTP*

Cut on line before mailing

POST FILING COUPON PFC 0912 XXXX

"Electronic calculation, processing, and payment of state tax liabilities serve as a convenience for Indiana taxpayers. The taxpayer remains responsible for providing accurate information and remains liable for payment of the correct amount of tax."

*SSN 1 XXX XX XXXX
*SSN 2 XXX XX XXXX
Period End Date XX XX XXXX
Date Due XX XX XXXX
Tax Type IND

Mail and make check payable to
INDIANA DEPARTMENT OF REVENUE
P.O. BOX 1674
INDIANAPOLIS, IN 46206-1674

FIRST MIDDLE LASTXXXXXXXXXXXXX
NAME 2 ONLY IF JOINT FILINGXXX
ADDRESS LINE 1 XXXXXXXXXXXXXXX
ADDRESS LINE 2 XXXXXXXXXXXXXXX
CITY STATE ZIPXXXXXXXXXXXXXXXX

Amount Due: 999999999.00

0699999999999999999999901199999999999

Indiana Department of Revenue
Sales Tax Returns Voucher
ST-103
For Use for Tax Year 2017
09/15/2016

IMPORTANT: Only software developers who are certified to electronically file Indiana sales tax as certified service providers (CSPs) through the Streamline Sales Tax process will be allowed to submit paper AMENDED ST-103 returns for approval.

The amended box must be filled on the form so it is not possible to print the form without it being marked as amended. Users must be informed that original returns must be filed electronically. Paper returns are only acceptable for the purpose of amending a previously filed return. The amended return must be a complete replacement for the original.

Cut on line before mailing

ST-103 0914 SALES & USE TAX

X Authorized Signature

I declare under penalties of perjury that this is a true, correct and complete return.

S

Date ________ Phone # ____________

XXXXXBusinessNameXXXXXXXXXXXXX
XXXXXDBANameXXXXXXXXXXXXXXXXXX

Taxpayer ID Number
9999999999 999

For Tax Period
XXX 9999

Due on or Before
XXX 99 9999

Filing Status
XXXXXXXXXXXXXXX

X Check if Amended

Total Sales	1.	999999999.99
Exemptions/Deductions	2.	999999999.99
Taxable Sales (Line 1 - 2)	3.	999999999.99
Total Tax Due (? % of line 3)	4.	999999999.99
(Collection Allowance .??% of Line 4)	5.	999999999.99
Use Tax Due (?% X Purchases)	6.	999999999.99
Interest Due (Line 4 + Line 6) x Int Rate*	7.	999999999.99
* The 2017 Annual Interest Rate is ? %		
Penalty Due	8.	999999999.99
Payment Previously Made (EFT)	9.	999999999.99
Amount Due (Add Lines 4 + 6 + 7 + 8 minus 5 & 9)	10.	999999999.99

INDIANA DEPARTMENT OF REVENUE
P.O. BOX 7218
INDIANAPOLIS, IN 46207-7218

0899999999999999999021999999999999999999

Indiana Department of Revenue
Sales Tax Returns Voucher
ST-103
For Use for Tax Year 2017
09/15/2016

IMPORTANT: Only software developers who are certified to electronically file Indiana sales tax as certified service providers (CSPs) through the Streamline Sales Tax process will be allowed to submit paper AMENDED ST-103 returns for approval.

The amended box must be filled on the form so it is not possible to print the form without it being marked as amended. Users must be informed that original returns must be filed electronically. Paper returns are only acceptable for the purpose of amending a previously filed return. The amended return must be a complete replacement for the original.

Cut on line before mailing

ST-103 0914 SALES & USE TAX

X Authorized Signature

I declare under penalties of perjury that this is a true, correct and complete return.

Date ____________ Phone # ____________________

XXXXXBusinessNameXXXXXXXXXXXXX
XXXXXDBANameXXXXXXXXXXXXXXXXXX

Taxpayer ID Number
9999999999 999

For Tax Period
XXX 9999

Due on or Before
XXX 99 9999

Filing Status
XXXXXXXXXXXXXXX

X **Check if Amended**

S

Total Sales	1.	999999999.99
Exemptions/Deductions	2.	999999999.99
Taxable Sales (Line 1 - 2)	3.	999999999.99
Total Tax Due (? % of line 3)	4.	999999999.99
(Collection Allowance .??% of Line 4)	5.	999999999.99
Use Tax Due (?% X Purchases)	6.	999999999.99
Interest Due (Line 4 + Line 6) x Int Rate*	7.	999999999.99
* The 2017 Annual Interest Rate is ? %		
Penalty Due	8.	999999999.99
Payment Previously Made (EFT)	9.	999999999.99
Amount Due (Add Lines 4 + 6 + 7 + 8 minus 5 & 9)	10.	999999999.99

INDIANA DEPARTMENT OF REVENUE
P.O. BOX 7218
INDIANAPOLIS, IN 46207-7218

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Indiana Department of Revenue
WH-1U
For Use for Tax Year 2017
09/15/2016

Cut on line before mailing

WH-1U 0815 UNDERPAYMENT FORM

Signature of Officer Title

Date ____________ Phone # ________________________

Taxpayer ID Number	**Due Date**	W	Underpayment Amount	A.	999999999.99
9999999999 999	XXX 99 9999				
Calendar Year Ending			Penalty & Interest due	B.	999999999.99
XXX 99 9999					
			Amount being paid	C.	999999999.99

INDIANA DEPARTMENT OF REVENUE
P.O. BOX 6192
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09/15/2016

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WH-1U 0815 UNDERPAYMENT FORM

Signature of Officer ______________________ Title

Date _____________ Phone # _________________________

Taxpayer ID Number

9999999999 999

Due Date

XXX 99 9999

W

Calendar Year Ending

XXX 99 9999

Underpayment Amount A. 999999999.99

Penalty & Interest due B. 999999999.99

Amount being paid C. 999999999.99

INDIANA DEPARTMENT OF REVENUE
P.O. BOX 6192
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