# Indiana Department of Revenue

# Fall 2012 Voucher and WH-1 Specs

**October 3, 2012**

**Update Date:** October 3, 2012

## Change Log

| Revision # | Date of Revision | Description | Page # |
|---|---|---|---|
| | | | |
| 1 | 10/3/2012 | ST-103 and WH-1 Forms are Restricted. See Section 8e for ST-103 and Section 9 for WH-1 for details. | 5, 6, 9, 11, 18, 25, 37, 39 |
| 1 | 10/3/2012 | PFC’s won’t be approved without two full page samples. Top of each page must contain the appropriate PFC Letter. | 37 |
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The actual changes on the referenced text pages are highlighted in light grey.

## IMPORTANT NOTICE

- ST-103 and WH-1 Forms are Restricted. See Section 8e for ST-103 and Section 9 for WH-1 for details.

- Electronic filing of the ST-103 and WH-1 is mandated, starting 1/1/2013. We encourage developers to offer electronic filing for their customers. For details, visit our website:
  - Sales: http://www.in.gov/dor/3341.htm
  - Withholding: http://www.in.gov/dor/4002.htm

## 1) Overview

The following document describes how key fields within the listed Indiana Business and Indiviudual 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 |
| 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 8e,"Indiana Sales and Use Tax Coupon (ST-103) Specifications." | 021 |
| Streamlined Sales Tax | SST | Sales Tax collected by Out of State Sellers | ELECTRONIC FILING ONLY. | 060 |

| 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) |
|---|---|---|---|---|
| | | | | |
| 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 |
| Prepaid Sales Tax | PPD | Prepaid Sales Tax | ST-103P RESTRICTED. FOR DEPARTMENT USE ONLY. | 026 |
| Individual Income Tax - filing estimated tax | IND | Individual Estimated Income Tax | IT-40ES | 009 – In house and contracted vendor<br>010 – Software vendors |
| **Post Filing Coupons (PFC)** | | | | |
| Individual Income – PFC | IND | PFC | | 039 |
| Retail Sales Tax | RST | PFC | * | 030 |

| 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) |
|---|---|---|---|---|
| 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 PFC which may be produced by outside software developers is the Individual Income Tax PFC.

## 2) Abbreviations

| Abbreviation | Definition |
|---|---|
| COR | Corporation |
| 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** |
| **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 2012
Format the 'Due Date': MM DD YYYY
Example: 06 20 2013
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 vendor<br>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 15 2013

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 8e, "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 Date Table 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 2013

Format the 'Due on or Before': MON DD YYYY
Example: FEB 20 2013
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 2013
Format the 'Due on or Before': MON DD YYYY
Example: FEB 20 2013
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 2013
Format the 'Due on or Before': MON DD YYYY
Example: MAR 04 2013
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 2013
Format the 'Due on or Before': MON DD YYYY
Example: MAR 04 2013
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 2013
Format the 'Due on or Before': MON DD YYYY
Example: MAR 04 2013
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 2013
Format the 'Due on or Before': MON DD YYYY
Example: APR 30 2013
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. Prepaid Sales

| Tax Type Abbreviation | Form's Identification | Voucher Type Codes in Scanline |
|---|---|---|
| **PPD** | **ST-103P** | **026** |

- ST-103P Form is 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 'Semi-Monthly' (Voucher Layout Field 11 = 'SM')

Format the ‘For Tax Period’: MON DD YYYY
Example: JAN 15 2013
Format the ‘Due on or Before’: MON DD YYYY
Example: JAN 26 2013
Print in Filing Status: SEMI-MONTHLY
Use the appropriate Prepaid Gasoline Tax Table in Section 6 based on which half year is being processed.
Use First Voucher to Print (Voucher Layout Field 12) as index into this table.

### iv. 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 will no longer be an option as of 01/01/2013. Taxpayers will be notified of their new filing status by the department.

**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:**

***For the WH-1: (Now a full 2 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 2013
Format the ‘Due on or Before’: MON DD YYYY
Example: FEB 20 2013
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 2013
Format the ‘Due on or Before’: MON DD YYYY
Example: FEB 20 2013
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 2013
Format the ‘Due on or Before’: MON DD YYYY
Example: MAR 04 2013
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 2013
Format the ‘Due on or Before’: MON DD YYYY
Example: MAR 04 2013
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, 1099 or WH-18</u> <u>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<br>########## ### | Field 5 – WH-1/WH-3/WH-1U – Primary Identification Number |
| Calendar year | YYYY (Year i.e. 2012) | Field 14 i.e. 2012 |
| Employer’s Name and Address | Name 1<br>Name 2<br>Address 1<br>Address 2<br>City, [State or Provience code] Postal Code<br>Or<br>Foreign Address Line<br><br>*[Compress Lines that are blank when printing]* | Field 20 - WH-1/WH-3/WH-1U –Name 1<br>Field 21 – WH-1/WH-3/WH-1U –Name 2<br>Field 22 - WH-1/WH-3/WH-1U –Address 1<br>Field 23 - WH-1/WH-3/WH-1U –Address 2<br>**[**Field 24 - WH-1/WH-3/WH-1U –Address 3<br><br>**or**<br>Field 25, Field 26, Field 27**]** |

| Box Labeled: | Printed information description or formatting notes. | For Coupon Vendor where to derive the information from Voucher Record Layout |
|---|---|---|
| Due Date | Mon DD YYYY<br><br>Due Date: Form WH-3 and state copies of Form W-2 and Form WH-18 (also Form 1099 if state withholding is included) must be filed by the last day of February. Note: **If WH-18s are included, the filing due date may be extended.** If designated as a separate account for nonresident withholding and making an annual one time distribution by pass through entities to shareholders, partners, or beneficiaries, the WH-3 filing due date is the fifteenth day of the fourth month following the year end date. | 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<br>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 voucher in the booklet and printed under 'For Tax Period' |
| Due Date | MON DD YYYY | Will be the same value calculated for the last voucher in the booklet 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:

**IT6, 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:<br><br>**Coupon Vendor**: Scanline identification number from field 08 of input record (Right Justified)<br>**In-House:** IDOR Taxpayer id & Location number (9999999999999) (Right Justified)<br>**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:<br>IDOR Taxpayer Id/Location = 05<br>Federal Id (FEIN) = 03<br><br>**Coupon Vendor:** Use Scanline identification number type in field 09 of input record.<br>**In-House:** Value is 05<br>**Software Vendor:** Value is '03' for FEIN |
| 4 | VVV | Form Type (input field 10)<br>(Corporate Income Tax - 007)<br>(Financial Institution Tax - 028)<br>(Utility Income Tax – 008) |
| 5 | PPPPP | Tax Secondary / Locality Id:<br>COR/FIT/URT – Voucher Nbr based upon the number in the Taxpayer Information Box |
| 6 | NNNN | NACTP code<br><br>**Coupon Vendor:** Vendor's NACTP |

| | | |
|---|---|---|
| | | **In-House:** Value is 1594<br>**Software Vendor:** NACTP assigned code |
| 7 | LLLLLLLL | Return period end date (MMDDYYYY)<br>(field 13 of input record) Tax year end date.<br>Example: 12312013 |
| 8 | CC | mod 11 check digit* |

# COR/FIT/URT-Q

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

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## 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<br><br>**Coupon Vendor**: Scanline identification number from field 08 of input record (Right-justified)<br>**In-House:** IDOR Account Number (0999999999999) (Right-justified)<br>**Software Vendor:** Social Security Number (9999999990000) (Left-justified) |
| 3 | GG | Identification number type: The value is based upon the value in field 2:<br>IDOR Account Number = 01<br>IDOR Taxpayer Id/Location = 05<br>Social Security Number = 02<br>**Coupon Vendor:** Use Scanline identification number type in field 09 of input record.<br>**In-House:** Value is 01<br>**Software Vendor:** Value is 02 |
| 4 | VVV | Form Type (input field 10)<br>(INDIVIDUAL INCOME TAX<br>= 009 for Coupon vendors<br>& RPS in-house<br>= 010 for software vendors) |
| 5 | PPPPP | Tax Secondary / Locality Id:<br>IND – Voucher Nbr based upon the number in the Taxpayer Information Box |
| 6 | NNNN | NACTP code:<br>**Coupon Vendor:** Vendor's NACTP<br>**In-House:** Value is 1594<br>**Software Vendor:** NACTP Assigned Code |
| 7 | LLLLLLLL | Return period end date (MMDDYYYY)<br>(field 13 of input record) Tax year end date.<br>Example: 12312013 |
| 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.<br>**Software Vendor**: Primary Taxpayer SSN |
| 3 | GG | Identification number type: The value is based upon the value in field 2:<br>IDOR Account Number = 01<br>Social Security Number = 02<br><br>**In-House:** Value is 01<br>**Software Vendor:** Value is 02 |
| 4 | JJJJJ | Taxpayer Intention Code<br>“00001” = Single Filing,<br>“00002” = Joint Filing,<br>“00003” = Married Filing Separate<br><br>If there is a single social security number and single taxpayer’s name this field must be ‘00001’.<br><br>If there are two social security numbers and there are taxpayer and spouse names, this field must be ‘00002’.<br><br>If there are two social security numbers but only one taxpayer name this field must be ‘00003’. |
| 5 | VVV | Form Type (input field 10)<br>(INDIVIDUAL INCOME TAX<br>= 039 for RPS in-house<br>= 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 8e for ST-103 and Section 9 for WH-1 for details.**
- **CIT-103, ST-103P, FPS-103 and USU-103 Forms are Restricted.**
  **For Department Use Only**

**ST-103/WH-1/CIT-103/ST-103P/FPS-103/USU-103**

TTKKKKKKKKKKKKKGGVVVPPPPPNNNNLLLLLLLLCC

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

| | | |
|---|---|---|
| 4 | VVV | Form Type (input field 10)<br>(Retail Sales - 021<br>Withholding WH-1- 005<br>County Innkeepers - 024<br>Prepaid Sales – 026<br>Food and Beverage -025<br>Motor Vehicle Rental Excise – 027<br>Firework - 061<br>Tire Fee - 022<br>Utility Service - 062<br>Withholding – WH-1U - 006) |
| 5 | PPPPP | Tax Secondary / Locality Id:<br>Default to 00000 (zeros) for these tax types |
| 6 | NNNN | NACTP code<br><br>**Coupon Vendor:** Vendor's NACTP<br>**In-House:** Value is 1594<br>**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

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:

**FAB-103/MVR-103**

- **MVR-103 Form is Restricted. For Department Use Only**

TTKKKKKKKKKKKKKGGVVVPPPPPNNNNLLLLLLLLCC

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

| | | |
|---|---|---|
| 2 | KKKKKKKKKKKKK | Identification Number: Right-justified<br><br>**Coupon Vendor**: Scanline identification number from field 08 of input record (Which is right justified)<br>**Software Vendor:** This IDOR Taxpayer Id & Location number (9999999999999)<br><br>**For ST-103/CIT-103/ST-103P/FPS-103/USU-103/TF-103/ WH-1U/WH-1**<br>**In-House:** IDOR Taxpayer Id & Location number (9999999999999)<br><br>**For FAB-103 and MVR-103:**<br>**In-House:** IDOR Account number (0999999999999) |
| 3 | GG | Identification number type: The value is based upon the value in field 2:<br>IDOR Account Number = 01<br>IDOR Taxpayer Id/Location = 05<br><br>**For ST-103/CIT-103/ST-103P/FPS-103/USU-103/TF-103/ WH-1U/WH-1**<br>**Coupon Vendor:** Use Scanline identification number type in field 09 of input record.<br>**In-House:** Value is 05<br>**Software Vendor:** Value is 05<br><br>**For FAB-103 and MVR-103:**<br>**Coupon Vendor:** Use Scanline identification number type in field 09 of input record.<br>**In-House:** Value is 01<br>**Software Vendor:** Value is 05. |
| 4 | VVV | Form Type (input field 10)<br>(Retail Sales - 021<br>Withholding WH-1- 005<br>County Innkeepers - 024<br>Prepaid Sales – 026<br>Food and Beverage -025<br>Motor Vehicle Rental Excise – 027<br>Firework - 061<br>Tire Fee - 022<br>Utility Service - 062<br>Withholding – WH-1U - 006) |
| 5 | PPPPP | Tax Secondary / Locality Id:<br>MVR tax district (See Table)<br>FAB locality Code (See Table)<br><br>**Coupon Vendor:** Use Scanline identification number type in field 17 of input record.<br>**In-House:** See tables below<br>**Software Vendor:** See tables below |

| | | |
|---|---|---|
| 6 | NNNN | NACTP code<br>**Coupon Vendor:** Vendor's NACTP<br>**In-House:** Value is 1594<br>**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 |
| 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

<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>WH-1U</u>**

TTKKKKKKKKKKKKKGGVVVPPPPPNNNNLLLLLLLLCC

| Reference Number | Field Identifier | Description and where derived |
|---|---|---|
| 1 | TT | Constant of 08 (RPS SCANNABLE RETURN) |
| 2 | KKKKKKKKKKKK | Identification Number: Right-justified<br><br>**Coupon Vendor**: Scanline identification number from field 08 of input record<br>**Software Vendor:** This IDOR Taxpayer Id & Location number (999999999999)<br><br>**For WH-1U**<br>**In-House:** IDOR Taxpayer Id & Location number (999999999999) |
| 3 | GG | Identification number type: The value is based upon the value in field 2:<br>IDOR Account Number = 01<br>IDOR Taxpayer Id/Location = 05<br><br>**WH-1U**<br>**Coupon Vendor:** Use Scanline identification number type in field 09 of input record.<br>**In-House:** Value is 05<br>**Software Vendor:** Value is 05 |
| 4 | VVV | Form Type (input field 10)<br>Withholding – WH-1U - 006) |
| 5 | PPPPP | Tax Secondary / Locality Id:<br>Default to 00000 (zeros) |
| 6 | NNNN | NACTP code<br><br>**Coupon Vendor:** Vendor's NACTP<br>**In-House:** Value is 1594<br>**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 above. The final two digits are calculated from the first 37 digits:

```
Scanline Number  0812345678900010502529291123405202011
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 |
| 1 | X | 1 | = | 1 |
| | | | | 500 |

The final two digits of the scanline make up the check digit. The check digit 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 500.

500 / 11 = 45 R 05. The **Check Digit is 05**.

500 divided by 11 equals 45, remainder of 05.

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

Complete Scanline: 081234567890001050252929112340520201105

**Scanline 06**

```
Scanline Number      041234567890001050210331201004302011
Multiplier          X123456789123456789123456789123456789
```

| | | | | |
|---|---|---|---|---|
| 0 | X | 1 | = | 0 |
| 4 | X | 2 | = | 8 |
| 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 |
| 1 | X | 2 | = | 2 |
| 0 | X | 3 | = | 0 |
| 3 | X | 4 | = | 12 |
| 3 | X | 5 | = | 15 |
| 1 | X | 6 | = | 6 |
| 2 | X | 7 | = | 14 |
| 0 | X | 8 | = | 0 |
| 0 | X | 9 | = | 0 |
| 9 | X | 1 | = | 9 |
| 0 | X | 2 | = | 0 |
| 4 | X | 3 | = | 12 |
| 3 | X | 4 | = | 12 |
| 0 | X | 5 | = | 0 |
| 2 | X | 6 | = | 12 |
| 0 | X | 7 | = | 0 |
| 1 | X | 8 | = | 8 |
| 1 | X | 9 | = | 9 |
| | | | | 389 |

389 / 11 = 35 R 4, The **Check Digit is 04**.

389 divided by 11 equals 35, remainder of 04. **<u>The remainder is the check digit,</u>** which must print at the end of the scanline.

# 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. It 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 2 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
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 2 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 PO Box 1674 for PFC's and PO Box 7231 for Barcode)

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 and state copies of Form W-2 and Form WH-18 (also Form 1099 if state withholding is included) must be filed by the last day of February. Note: **If WH-18s are included, the filing due date may be extended.** If designated as a separate account for nonresident withholding and making an annual one time distribution by pass through entities to shareholders, partners, or beneficiaries, the WH-3 filing due date is the fifteenth day of the fourth month following the year end date.

**Underpayment Form** (WH-1U)
Form **WH-1U** is due on the same date as the final WH-1 for the year.
Example: Tax Year 2012 WH-1U for a Monthly Filer would be due on 1/30/2013
WH-1U for an Early Filer would be due on 1/22/2013

Note: Withholding Quarterly Filers will be eliminated on 01/01/2013.

Period: **Monthly (Early Filer) and EFT Monthly (Early Filer)** Year Ending: 12/2013
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 | 01/31/2013 | 02/20/2013 |
| 2 | 02/28/2013 | 03/20/2013 |
| 3 | 03/31/2013 | 04/22/2013 |
| 4 | 04/30/2013 | 05/20/2013 |
| 5 | 05/31/2013 | 06/20/2013 |
| 6 | 06/30/2013 | 07/22/2013 |
| 7 | 07/31/2013 | 08/20/2013 |
| 8 | 08/31/2013 | 09/20/2013 |
| 9 | 09/30/2013 | 10/21/2013 |
| 10 | 10/31/2013 | 11/20/2013 |
| 11 | 11/30/2013 | 12/20/2013 |
| 12 | 12/31/2013 | 01/21/2014 |

Period: **Monthly and EFT Monthly Filer** Year Ending: 12/2013
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 | 01/31/2013 | 03/04/2013 |
| 2 | 02/28/2013 | 04/01/2013 |
| 3 | 03/31/2013 | 04/30/2013 |
| 4 | 04/30/2013 | 05/30/2013 |
| 5 | 05/31/2013 | 07/01/2013 |
| 6 | 06/30/2013 | 07/30/2013 |
| 7 | 07/31/2013 | 08/30/2013 |
| 8 | 08/31/2013 | 09/30/2013 |
| 9 | 09/30/2013 | 10/30/2013 |
| 10 | 10/31/2013 | 12/02/2013 |
| 11 | 11/30/2013 | 12/30/2013 |
| 12 | 12/31/2013 | 01/30/2014 |

Period: **Annual** Year Ending: 12/2013
Due Date: Last day of month following end of liability period.

Forms: ST-103, 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 2013 | 12/31/2013 | 01/31/2014 |

Period: **Annual** Year Ending: 12/2012

Due Date: Three months and fifteen days following the end of the tax year.

Forms: Individual PFC

| Print for the "Period End Date" (MM/DD/YYYY) | "Date Due" (MM/DD/YYYY) |
|---|---|
| 12/31/2012 | 04/15/2013 |

**IT-40ES** Year Ending: 12/2013

Due Date: 15 days following the end of the liability period.

| Voucher Number | Print for the "Tax Period" | Liability Period (MMDDYYYY) | Date Voucher Due (MMDDYYYY) |
|---|---|---|---|
| 1 | JAN FEB MAR 2013 | 03/31/2013 | 04/15/2013 |
| 2 | APR MAY 2013 | 05/31/2013 | 06/17/2013 |
| 3 | JUN JUL AUG 2013 | 08/31/2013 | 09/16/2013 |
| 4 | SEP OCT NOV DEC 2013 | 12/31/2013 | 01/15/2014 |

**IT-6, FT-QP, URT-Q** Period: **Quarterly Filer** Year Ending: 12/2013

The quarterly estimated return is payable on the twentieth day of the fourth, sixth, ninth, and twelfth months of the taxable year. The extension payment is due on the fifteenth day of the fourth month following the close of the tax year.

| Voucher Number | Liability Period (MM/DD/YYYY) | Date Voucher Due (MM/DD/YYYY) |
|---|---|---|
| 1 | 03/31/2013 | 04/22/2013 |
| 2 | 06/30/2013 | 06/20/2013 |
| 3 | 09/30/2013 | 09/20/2013 |
| 4 | 12/31/2013 | 12/20/2013 |
| 5 | 12/31/2013 | 04/15/2014 |

**IT-6, FT-QP, URT-Q** Period: **Quarterly Filer** Year Ending: 01/2014

| Voucher Number | Liability Period (MM/DD/YYYY) | Date Voucher Due (MM/DD/YYYY) |
|---|---|---|
| 1 | 04/30/2013 | 05/20/2013 |
| 2 | 07/31/2013 | 07/22/2013 |
| 3 | 10/31/2013 | 10/21/2013 |
| 4 | 01/31/2014 | 01/21/2014 |
| 5 | 01/31/2014 | 05/15/2014 |

**IT-6, FT-QP, URT-Q** Period: **Quarterly Filer** Year Ending: 02/2014

| Voucher Number | Liability Period (MM/DD/YYYY) | Date Voucher Due (MM/DD/YYYY) |
|---|---|---|
| 1 | 05/31/2013 | 06/20/2013 |
| 2 | 08/31/2013 | 08/20/2013 |
| 3 | 11/30/2013 | 11/20/2013 |
| 4 | 02/28/2014 | 02/20/2014 |
| 5 | 02/28/2014 | 06/16/2014 |

**IT-6, FT-QP, URT-Q** Period: **Quarterly Filer** Year Ending: 03/2014

| Voucher Number | Liability Period (MM/DD/YYYY) | Date Voucher Due (MM/DD/YYYY) |
|---|---|---|
| 1 | 06/30/2013 | 07/22/2013 |
| 2 | 09/30/2013 | 09/20/2013 |
| 3 | 12/31/2013 | 12/20/2013 |
| 4 | 03/31/2014 | 03/20/2014 |
| 5 | 03/31/2014 | 07/15/2014 |

**IT-6, FT-QP, URT-Q** Period: **Quarterly Filer** Year Ending: 04/2014

| Voucher Number | Liability Period (MM/DD/YYYY) | Date Voucher Due (MM/DD/YYYY) |
|---|---|---|
| 1 | 07/31/2013 | 08/20/2013 |
| 2 | 10/31/2013 | 10/21/2013 |
| 3 | 01/31/2014 | 01/21/2014 |
| 4 | 04/30/2014 | 04/21/2014 |
| 5 | 04/30/2014 | 08/15/2014 |

**IT-6, FT-QP, URT-Q** Period: **Quarterly Filer** Year Ending: 05/2014

| Voucher Number | Liability Period (MM/DD/YYYY) | Date Voucher Due (MM/DD/YYYY) |
|---|---|---|
| 1 | 08/31/2013 | 09/20/2013 |
| 2 | 11/30/2013 | 11/20/2013 |
| 3 | 02/28/2014 | 02/20/2014 |
| 4 | 05/31/2014 | 05/20/2014 |
| 5 | 05/31/2014 | 09/15/2014 |

**IT-6, FT-QP, URT-Q** Period: **Quarterly Filer** Year Ending: 06/2014

| Voucher Number | Liability Period (MM/DD/YYYY) | Date Voucher Due (MM/DD/YYYY) |
|---|---|---|
| 1 | 09/30/2013 | 10/21/2013 |
| 2 | 12/31/2013 | 12/20/2013 |
| 3 | 03/31/2014 | 03/20/2014 |
| 4 | 06/30/2014 | 06/20/2014 |
| 5 | 06/30/2014 | 10/15/2014 |

**IT-6, FT-QP, URT-Q** Period: **Quarterly Filer** Year Ending: 07/2014

| Voucher Number | Liability Period (MM/DD/YYYY) | Date Voucher Due (MM/DD/YYYY) |
|---|---|---|
| 1 | 10/31/2013 | 11/20/2013 |
| 2 | 01/31/2014 | 01/21/2014 |
| 3 | 04/30/2014 | 04/21/2014 |
| 4 | 07/31/2014 | 07/21/2014 |
| 5 | 07/31/2014 | 11/17/2014 |

**IT-6, FT-QP, URT-Q** Period: **Quarterly Filer** Year Ending: 08/2014

| Voucher Number | Liability Period (MM/DD/YYYY) | Date Voucher Due (MM/DD/YYYY) |
|---|---|---|
| 1 | 11/30/2013 | 12/20/2013 |
| 2 | 02/28/2014 | 02/20/2014 |
| 3 | 05/31/2014 | 05/20/2014 |
| 4 | 08/31/2014 | 08/20/2014 |
| 5 | 08/31/2014 | 12/15/2014 |

**IT-6, FT-QP, URT-Q** Period: **Quarterly Filer** Year Ending: 09/2014

| Voucher Number | Liability Period (MM/DD/YYYY) | Date Voucher Due (MM/DD/YYYY) |
|---|---|---|
| 1 | 12/31/2013 | 01/21/2014 |
| 2 | 03/31/2014 | 03/20/2014 |
| 3 | 06/30/2014 | 06/20/2014 |
| 4 | 09/30/2014 | 09/22/2014 |
| 5 | 09/30/2014 | 01/15/2015 |

**IT-6, FT-QP, URT-Q** Period: **Quarterly Filer** Year Ending: 10/2014

| Voucher Number | Liability Period (MM/DD/YYYY) | Date Voucher Due (MM/DD/YYYY) |
|---|---|---|
| 1 | 01/31/2014 | 02/20/2014 |
| 2 | 04/30/2014 | 04/21/2014 |
| 3 | 07/31/2014 | 07/21/2014 |
| 4 | 10/31/2014 | 10/20/2014 |
| 5 | 10/31/2014 | 02/17/2015 |

**IT-6, FT-QP, URT-Q** Period: **Quarterly Filer** Year Ending: 11/2014

| Voucher Number | Liability Period (MM/DD/YYYY) | Date Voucher Due (MM/DD/YYYY) |
|---|---|---|
| 1 | 02/28/2014 | 03/20/2014 |
| 2 | 05/31/2014 | 05/20/2014 |
| 3 | 08/31/2014 | 08/20/2014 |
| 4 | 11/30/2014 | 11/20/2014 |
| 5 | 11/30/2014 | 03/16/2015 |

## 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 "2012 Standards for Substitute Tax Forms" on the same web page 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 gridded samples be copied onto a transparency and used as an overlay on

printed forms. Text and data placement should be verified before the form is submitted to the Department.

**d.** **Sizing**

***Important:* Software users must be instructed that printer options 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."
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 Coupon" and "Due Date Tables."

**i.** **Return Address**

Return address bar codes are not needed on forms generated from software developer programs. In house and coupon vendor coupons are mailed with window envelopes and utilize these bar codes printed in a Post Office approved font, such as the Lotus Postal Bar Code.

1) In-house and contract printers will print the "Invalid PostNet Bar Code" (See "Invalid PostNet Bar Code" 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 ends ½ 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 ½ 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

# 8) Voucher Specific Requirements (See Section 3 for WH-1 specifications.)

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

FOR USE IN 2013

**Reminder**
Be sure to read “STANDARDS FOR ALL VOUCHER SIZED DOCUMENTS” above.

**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.

*Note: Variations in font definitions may result in variations in character spacing. It is strongly recommended that the grid example be copied onto a transparency and used as an overlay on printed forms to verify data placement.*

**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 home page, http://www.in.gov/dor/index.htm and click on the red exclamation mark to sign up. Indicate which web pages 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 2013**

**Reminder**
Be sure to read “STANDARDS FOR ALL VOUCHER SIZED DOCUMENTS” above.

**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 ten 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 Individual Estimated Income Tax Voucher (IT-40ES) Specifications

FOR USE in 2013

**Reminders**

Be sure to read "STANDARDS FOR ALL VOUCHER SIZED DOCUMENTS" above.
**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.

*Note: Variations in font definitions may result in variations in character spacing. It is strongly recommended that the grid example be copied onto a transparency and used as an overlay on printed forms to verify data placement.*

**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**

- o Due date of the voucher from the voucher date table.
- o Taxpayer social security number formatted as 999 99 9999 (In house and coupon vendor print Taxpayer ID.)
- o Spouse's social security number formatted as 999 99 9999 (In house and coupon vendor print Taxpayer ID.)
- o 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 Vendor – 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.

## d. Individual Post Filing Coupon (PFC) Specifications
**FOR USE IN 2013**

**Reminder**
Be sure to read "STANDARDS FOR ALL VOUCHER SIZED DOCUMENTS" above.
PFCs won't be approved without two full page samples. Top of each page must contain the appropriate 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 GRID EXAMPLE – This illustration shows exact placement of fields using a grid of six lines to the inch and ten characters to the inch.
- PFC 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 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 EXAMPLE. Note: **Period End Date and Due Date change each year. See Due Date Tables for current information.**

**Taxpayer Information**
See attached PFC 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

## e. Indiana Sales and Use Tax Coupon (ST-103) Specifications
**FOR USE IN 2013**

FORM ST-103 IS RESTRICTED. 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.

**Reminder**
Be sure to read “STANDARDS FOR ALL VOUCHER SIZED DOCUMENTS” above.

**Illustrations**
Sample ST-103 vouchers produced from the IDOR RPS system will be provided to our contracted vendor to be used as examples. No other vendors will be authorized to produce this 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. Do not print anything else in this field or allow users to print without 13 digits.**
- Tax Period (See “Formatting Taxpayer Information on Coupon and Due Date Table.”)
- Filing status – 15 characters (See “Formatting Taxpayer Information on Coupon.”)
- Period ending date. (See “Formatting Taxpayer Information on Coupon 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.

## f. Indiana WH-1U (Underpayment of Withholding Taxes) Specifications
**FOR USE IN 2013**

**Reminder**
Be sure to read “STANDARDS FOR ALL VOUCHER SIZED DOCUMENTS” above.

**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 Coupon and Due Date Table.”)
- Filing status – 15 characters (See “Formatting Taxpayer Information on Coupon.”)
- Period ending date. (See “Formatting Taxpayer Information on Coupon 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 2013

FORM WH-1 IS RESTRICTED. Software developers who are certified to bulk upload 2013 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.

**Content**

Form WH-1 consists of two full pages. **County taxes withheld must be broken down by county.** Sample WH-1 forms produced from the IDOR RPS system will be provided to our contracted vendor to be used as examples. No other vendors will be authorized to produce this form.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 "2011 Standards for Substitute Tax Forms" on the same page for important formatting requirements.

*Note: Variations in font definitions may result in variations in character spacing. It is strongly recommended that the grid example be copied onto a transparency and used as an overlay on printed forms to verify data placement.*

**Substitute Form Evaluation**

Variations in font definitions may result in variations in character spacing. It is strongly recommended that gridded samples be copied onto a transparency and used as an overlay on printed 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 | 40 |
| FAB | Example | 41 |
| IT-6 | Grid Example | 42 |
| IT-6 | Example | 43 |
| IT-40ES | Grid Example | 44 |
| IT-40ES | Example | 45 |
| PFC | Grid Example | 46 |
| PFC | Example | 47 |
| ST-103 **(Amended)** | Grid Example | 48 |
| ST-103 **(Amended)** | Example | 49 |
| WH-1U | Grid Example | 50 |
| WH-1U | Example | 51 |

Indiana Department of Revenue
Food and Beverage Tax Voucher
FAB-103
For Use for Tax Year 2013
08/9/2012

*Note: Vendor's NACTP Code*

**Cut on line before mailing.**

— — — — — — — — — — — — — — — — — — — — — — —

| | | | |
|---|---|---|---|
| Authorized<br>X Signature ______________________ | **FAB-103 0812** | **FOOD & BEVERAGE TAX** | XXXX |

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**
XXX 9999

**Due on or Before**
XXX 99 9999

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

| | | |
|---|---|---|
| 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)*<br>Use this line only if return is filed late ____________ | G. | 999999999.99 |
| * The 2013 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**

08999999999999999025999999999999999999999

Indiana Department of Revenue
Food and Beverage Tax Voucher
FAB-103
For Use for Tax Year 2013
08/9/2012

**Cut on line before mailing.**

Authorized
X Signature ________________________________

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

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

Date __________ Phone # ________________________

XXXXXBusinessNameXXXXXXXXXXXXXX
XXXXXXXXXXDBANameXXXXXXXXXXXXXX

**Taxpayer ID Number**
9999999999 999

**For Tax Period**
XXX 9999

**Due on or Before**
XXX 99 9999

**County/Town**
XXXXXXXXXXXXXXXXX

X **Check if Amended**

**F**

| | | |
|---|---|---|
| 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 2013 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 2013
06/28/2012

*Blank for Extension Payments*

*Blank for Vouchers 1 - 4*

*Vendor's NACTP Code*

Cut on line before mailing

— — — — — — — — — — — — — — — — — — — — — — —

IT-6 0812 EXTENSION PAYMENT 9999

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

XXXXXBusinessNameXXXXXXXXXXXXX

6

XXXXXAddressLine1XXXXXXXXXXXXX

XXXXXAddressLine2XXXXXXXXXXXXX

Printed Name of Officer Title

Signature of Officer Title

**Federal ID Number** **Due Date**

99 9999999 99 99 9999

Date ____________ Daytime Phone # ______________________

**Voucher Number** **Calendar or Fiscal Year Ending**

Enter Total Tax Below

9 XXX 9999

999999999.99

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

089999999999999999999999999999999999999999

Indiana Department of Revenue
IT-6
For Use for Tax Year 2013
06/28/2012

*Blank for Extension Payments*

*Blank for Vouchers 1 - 4*

*Vendor's NACTP Code*

Cut on line before mailing

IT-6 0812 EXTENSION PAYMENT 9999

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** 99 9999999

**Due Date** 99 99 9999

**Voucher Number** 9

**Calendar or Fiscal Year Ending** XXX 9999

Enter Total Tax Below

999999999.99

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

0899999999999999999999999999999999999999

Indiana Department of Revenue
Individual Estimated Income Tax Voucher
IT-40ES
For Use for Tax Year 2013
08/02/2012

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

*Vendor's NACTP Code*

*Tax Year End Date*

**Cut on line before mailing**

— — — — — — — — — — — — — — — — — — — — — — — —

Tax year ending: 99 99 9999 **IT-40ES 0812** 9999

Taxpayer Name: XXXXXXXXXXXXXXXXXXXXXXXXXX

Taxpayer Name: XXXXXXXXXXXXXXXXXXXXXXXXXX **INDIVIDUAL ESTIMATED INCOME TAX**

**Voucher Number** **Due Date** **E** State Income Tax 1. 999999999.99

X XX XX XXXX

Your County XX County Tax 2. 999999999.99

**Your Taxpayer ID Number** **Spouse's Taxpayer ID Number**

999 99 9999 999 99 9999 Spouse's County XX County Tax 3. 999999999.99

**Total Estimated Payment** 999999999.99

**INDIANA DEPARTMENT OF REVENUE**
**P.O. BOX 722?**
**INDIANAPOLIS IN 46207-722?**

0899999999999999999999999999912312013 99

Indiana Department of Revenue
Individual Estimated Income Tax Voucher
IT-40ES
For Use for Tax Year 2013
08/02/2012

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

*Vendor's NACTP Code*

*Tax Year End Date*

**Cut on line before mailing**

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

**IT-40ES 0812** 9999

**INDIVIDUAL ESTIMATED INCOME TAX**

**Voucher Number** X

**Due Date** XX XX XXXX

E

**Your Taxpayer ID Number** 999 99 9999

**Spouse's Taxpayer ID Number** 999 99 9999

| | | | |
|---|---|---|---|
| | State Income Tax | 1. | 999999999.99 |
| Your County XX | County Tax | 2. | 999999999.99 |
| Spouse's County XX | County Tax | 3. | 999999999.99 |
| **Total Estimated Payment** | | | 999999999.99 |

**INDIANA DEPARTMENT OF REVENUE**
**P.O. BOX 722?**
**INDIANAPOLIS IN 46207-722?**

089999999999999999999999999999912312013 99

Indiana Department of Revenue
Post Filing Coupon
PFC
For Use for Tax Year 2013
06/28/2012

Top of page must contain the appropriate PFC Letter as indicated in Publication IND 1346.
See https://secure.in.gov/dor/software/software-files/1346pfc.pdf for letter specifications. Two letters are provided, one for electronic filers and the other for paper filers.

Note: *Vendor's NACTP Code*

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 LASTXXXXXXXXXXXX
NAME 2 ONLY IF JOINT FILINGXXX
ADDRESS LINE 1 XXXXXXXXXXXXXXX
ADDRESS LINE 2 XXXXXXXXXXXXXXX
CITY STATE ZIPXXXXXXXXXXXXXXXX

Amount Due: 999999999.00

069999999999999999999990119999999999

Indiana Department of Revenue
Post Filing Coupon
PFC
For Use for Tax Year 2013
06/28/2012

Top of page must contain the appropriate PFC Letter as indicated in Publication IND 1346.
See https://secure.in.gov/dor/software/software-files/1346pfc.pdf for letter specifications. Two letters are provided, one for electronic filers and the other for paper filers.

Note: *Vendor's NACTP Code*

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

069999999999999999999990119999999999

Indiana Department of Revenue
Sales Tax Returns Voucher
ST-103
For Use for Tax Year 2013
09/24/2012

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.

Note: Vendor's NACTP Code

**Cut on line before mailing**

ST-103 0812 SALES & USE TAX XXXX

X Authorized Signature

S

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**

| | | |
|---|---|---|
| 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 |
| Discount (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 2013 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**

0899999999999999990219999999999999999999

Indiana Department of Revenue
Sales Tax Returns Voucher
ST-103
For Use for Tax Year 2013
09/24/2012

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.

Note: Vendor's NACTP Code

**Cut on line before mailing**

**ST-103 0812 SALES & USE TAX** **XXXX**

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 |
| Discount (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 2013 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**

08999999999999999021999999999999999999

Indiana Department of Revenue
WH-1U
For Use for Tax Year 2013
06/28/2012

*Note: Vendor's NACTP Code*

**Cut on line before mailing**

WH-1U 0812 UNDERPAYMENT FORM XXXX

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
INDIANAPOLIS, IN 46206-6192

08999999999999999999999999999999999999999

Indiana Department of Revenue
WH-1U
For Use for Tax Year 2013
06/28/2012

*Note: Vendor's NACTP Code*

**Cut on line before mailing**

WH-1U 0812 UNDERPAYMENT FORM XXXX

Signature of Officer Title

Date ______________ Phone # ____________________________

**Taxpayer ID Number** **Due Date**

9999999999 999 XXX 99 9999

W

Underpayment Amount A. 999999999.99

**Calendar Year Ending**

XXX 99 9999

Penalty & Interest due B. 999999999.99

Amount being paid C. 999999999.99

INDIANA DEPARTMENT OF REVENUE
P.O. BOX 6192
INDIANAPOLIS, IN 46206-6192

08999999999999999999999999999999999999999