MINNESOTA·REVENUE

Specifications for Form M60

(Rev. 7/12)

You must receive approval before reproducing this form. Submit 12 samples with fictitious names, Social Security numbers, tax-year end dates, check amounts and scan lines for testing. Fictitious information must be different on each sample. The scanner rejection rate cannot exceed 1 percent.

Note: Form must be placed at bottom of 8½ x 11 inch page. See sample form.

General Information

Description:
- Payment voucher

Ink Color:
- Black 100% for all information

Size:
- 8½ in. wide x 3⅔ in. high
- Must have ½ in. margin all sides
- Must be placed at bottom of 8½ x 11 in. page. See sample form.

Scanned Information

Tax-Type Code:
- 0012
- Courier 12
- *Last digit:* ½ in. from right edge
- *Baseline:* 3 in. from bottom

Social Security Number:
- Nine digits
- Courier 12
- *Last digit:* ½ in. from right edge
- *Baseline:* 2½ in. from bottom

Spouse's Social Security Number:
- Nine digits
- Courier 12
- *Last digit:* ½ in. from right edge
- *Baseline:* 2 in. from bottom

Tax-Year End:
- Calendar or fiscal year end (mmddyy)
- Courier 12
- *Last digit:* ½ in. from right edge
- *Baseline:* 1½ in. from bottom

Amount of Check:
- Courier 12
- *Last cents field:* ½ in. from right edge with one space separating cents from dollars
- *Baseline:* 1 in. from bottom
- No commas or decimals

Scan Line:
- OCRA 10 embedded
- *Starts:* 7¾ in. from right edge
- *Baseline:* ½ in. from bottom
- See additional scan-line specs

Non-Scanned Information

Form Title, Form Number, Vendor Code, Taxpayer Information, Field Headings, etc.
- Use sans-serif font for all non-scanned information (e.g., Helvetica, Arial).
- Non-scanned information must be within boundaries outlined below.

Minnesota Revenue Mark
Graphic available from our website at www.revenue.state.mn.us.

Send samples to:

By e-mail (PDF):
Efile.FormApproval@state.mn.us

By mail: Dawn Quirk
             Minnesota Revenue
             Mail Station 4100
             600 Robert St. N.
             St. Paul, MN 55146-4100

MINNESOTA·REVENUE

VENDOR ID

M60   0000   0012

Income Tax Return Payment

Print taxpayer's first name, middle initial, and last name (include spouse's full name, if filing jointly) and address here.

Your Social Security Number (required)   123456789

Your Spouse's Soc. Sec. Number   987654321

Tax-Year End   123112

Make check payable to Minnesota Revenue and mail to:
Minnesota Revenue, P.O. Box 64054, St. Paul, MN 55164-0054

AMOUNT OF CHECK   00000000 00

00102000000000000000000123112300012345678913000987654321 10000000000

3 in.
2½ in.
2 in.
1½ in.
1 in.
½ in.
0

8 in.   7¾ in.   4½ in.   3½ in.   ½ in.

Page 2—Scan-Line Specifications for M60 Vouchers

Field Element	Number of Digits	Description
Tax type	3	001
Extension code	2	02 (to indicate a tax return payment)
Filler	17	00000000000000000
Tax-year end date	6	Last day of tax year (mmddyy)
ID type	1	3 (to indicate a Social Security number is being used)
Filler	3	000
Taxpayer ID #1	9	Primary taxpayer's Social Security number
Check digit #1	1	See "How to Calculate the Check Digit" below.
Joint ID type	1	0 or 3 (use 0 if primary SSN is used only; use 3 if joint SSN is included)
Filler	3	000
Taxpayer ID #2	9	Secondary Social Security number if joint filers or 000000000 if not joint
Check digit #2	1	See "How to Calculate the Check Digit" below.
Filler	6	000000
Vendor ID number	4	Your four-digit vendor ID number assigned to you by the department.

Sample scan line for 2012 M60 voucher payment (individual filer)

00102000000000000000001231123000123456789100000000000000000000000000

Sample scan line for 2012 M60 voucher payment (joint filers)

00102000000000000000001231123000123456789130009876543211000000000000

How to Calculate the Check Digit

The check digit is a MOD 10 number. To calculate it, start with the "basic key field," a 13-digit number composed of the ID type (one digit), filler (three digits) and taxpayer ID (nine digits). Then do the following steps:

Step 1. Multiply the left-most digit and every alternate position of the basic key field by two.

Step 2. Add the digits from Step 1 to the digits in the basic key field not multiplied by two.

Step 3. Subtract the total in Step 2 from the next higher number ending in zero. The difference is the check digit. (Note: If the difference equals 10, the check digit is zero.)

Example

ID Type and Filler = 3000   Taxpayer ID = 123456789

Basic key field	=	3	0	0	0	1	2	3	4	5	6	7	8	9
Alternate digits (starting with left-most digit)	=	3		0		1		3		5		7		9
Step 1. Multiply alternate digits by two		6		0		2		6		10		14		18

Step 2. Add digits in Step 1 to the digits not multiplied by two

6 + 0 + 0 + 0 + 2 + 2 + 6 + 4 + (1+0) + 6 + (1+4) + 8 + (1+8)

Step 3. Subtract total in Step 2 from the next higher number ending in zero

50 – 49 = 1

The check digit is 1.

<p style="text-align:center; color:red; font-size:2em;">SAMPLE FORM</p>

If you're not required to pay electronically, you may choose to pay by check. Your check authorizes us to make a one-time electronic fund transfer from your account. You may not receive your canceled check. To pay by check, detach the voucher and mail it with your check.

If you prefer to pay electronically, discard this voucher and:
- *go to www.revenue.state.mn.us and login, or*
- *call 1-800-570-3329 to pay by phone.*

When paying electronically, you must use an account not associated with any foreign banks.

(Rev. 7/12)   *Cut carefully along this line to detach.*

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MINNESOTA·REVENUE
Income Tax Return Payment

	M60 0000	0012
Taxpayer's first name, middle initial and last name	Your Social Security Number (required)	123456789
Spouse's first name, middle initial and last name (if filing joint) Address	Your Spouse's Soc. Sec. Number	987654321
City, state, zip code		
	Tax-Year End	123112
Make check payable to Minnesota Revenue and mail to: Minnesota Revenue, P.O. Box 64054, St. Paul, MN 55164-0054	AMOUNT OF CHECK	00000000 00

001020000000000000001231123000123456789130009876543211000000000