

2016 1-ES Generation Guidelines

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

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

Individual

Position 1 - 3	Drawer Number	"208"
Position 4 - 8	Tax Type Code	"01640" - Individual Income
Position 9	Posting Code	"1" - Automatic Posting
Position 10	Tax Account Identifier	"2" - FEIN "3" - SSN
Position 11 - 19	Account Number	9 character Primary SSN or FEIN for Trusts
Position 20 - 28	Account Number	9 character spouse SSN or "999999999", if single account
Position 29	Filler	"0" fill
Position 30 - 33	Period End Year	"2016" - CCYY
Position 34 - 35	Payment Type	"06" - Estimated Tax Payment
Position 36	Id/Est/Trst Identifier	"1" - Individual "2" - Trust "3" - Estate "4" - Joint
Position 37	Check Digit	"#" (See calculation instructions below)
Position 38	Voucher Type	"1" - New
Position 39 - 40	Preparer ID	"###" - Assigned by Dept. of Revenue staff
Position 41 - 50	Amount Paid	\$\$\$\$\$\$cc =

1. Form 1-ES Document Specifications

- a. Size: Form 1-ES must be 8 1/2" x 3 2/3".
- b. Paperweight must be 20 pounds/500 sheets.
- c. Smoothness - between 65 and 200 Sheffield units on both sides. Unacceptable coatings include carbon coating and no-carbon required coatings. The coupon must be free of foreign matter such as staples, paper clips, adhesive tape or glue, etc. There can be no holes in the coupon.
- d. Bottom edge must be perpendicular to within 2 degrees to the right-hand and left-hand edges.

the software developer's department-assigned two-digit vendor identification number.

3. Modulus 10 – Check Digit Calculation

- a. The check digit calculation utilizes position number 10 through 36 of the CRP scan line. Fields within these character positions include tax account identifying numbers, Period end dates, and payment types.
- b. Multiply the number in positions 36, 34, 32, 30, 28, 26, 24, 22, 20, 18, 16, 14, 12, and 10 by 2. (This is every other position starting with the right most position)
- c. Add the digits in the products to the digits in the base number that were not multiplied.
- d. Subtract the sum from the next highest multiple of 10.
- e. The difference is the Check Digit.
- f. Example:

Scan Line: 20801640131234567899999999990201606161990000001300

Positions 10 – 36: 3123456789999999999902016061

Right most position and every other position:

1, 0, 1, 2, 9, 9, 9, 9, 9, 8, 6, 4, 2, 3

Multiply by 2: 2, 0, 2, 4, 18, 18, 18, 18, 18, 16, 12, 8, 4, 6

Digits not multiplied (From right to left): 6, 6, 0, 0, 9, 9, 9, 9, 9, 7, 5, 3, 1

Add the digits: 1st number

$\{2+0+2+4+(1+8)+(1+8)+(1+8)+(1+8)+(1+8)+(1+6)+(1+2)+8+4+6\} =$

2nd number $\{6+6+0+0+9+9+9+9+9+9+7+5+3+1\} =$

Sum: $81 + 73 = 154$

Next highest multiple of 10 = 160

Subtract: $160 - 154$

Check Digit: 6