

## Michigan Document Identification Code Specifications for City of Detroit Taxes and Sales, Use and Withholding Vouchers

Document Identification codes (Doc IDs) are mandatory for all forms listed below. Voucher samples are posted on the State Exchange Site (SES).

### VOUCHERS

<u>Item</u>	<u>Voucher Title</u>
5094	Sales, Use and Withholding Payment Voucher
5122	City Income Tax e-file Payment Voucher (CITY-V)
5123	City Estimated Individual Income Tax Voucher
5209	City Income Tax Return Application for Extension of Time to File
5299	City Corporate Income Tax E-file Annual Payment Voucher (CITY CORP-V)
5300	City of Detroit Corporate Income Tax Quarterly Voucher
5301	Application for Extension of Time to File City Corporate Income Tax Return
5323	City of Detroit Income Tax Withholding Monthly Return

**Note:** These instructions include an example for completing the Doc ID for a voucher with a three-digit voucher number (City of Detroit) as well as an example for a voucher with a two-digit voucher number (Form 5094).

### DEVELOPER IDENTIFICATION

Print assigned software developer code in the bottom-left corner of each form. If you are a new developer, State of Michigan, Treasury, Forms, Documentation and E-file Services (FDES) will request your NACTP number (you do not need to be a member of the NACTP to obtain an NACTP number) or assign a developer code to you upon completion of the *Michigan Letter of Intent to Participate in E-file and Substitute Forms Programs* (Form 4430).

#### **NEW IN 2024:**

##### **Doc ID Check Digit Calculation**

Please download the new State and/or City calculation spreadsheets located on the SES, where you will find the prepopulated digits for every form's Doc ID. Where you see zeroes, you will need to replace them with your four-digit developer code (if your developer code is only two or three digits, you will add one or two zeroes to the beginning – i.e., developer code 12 will be 0012 in the Doc ID). After you enter your developer code into the spreadsheet and press ENTER, the check digit will be automatically recalculated.

#### **CONTINUING IN 2024:**

##### **DEVELOPER TESTING**

Submit **via email** a single, six-page PDF per voucher consisting of **one full-field and five variable-filled vouchers** with varying names, dates, account numbers (i.e., FEIN/SSN), etc. If submitting multiple vouchers, add them to the same PDF in numerical order by form number (see Form 4430 for the order).

Direct all sample voucher submissions to [MIFormsEfile@michigan.gov](mailto:MIFormsEfile@michigan.gov)

**NOTE: Treasury reserves the right to request paper submissions.**

## **VOUCHER SIZE**

8-1/2" wide x 3-1/2" high

Software programs must print vouchers one to a page with a top line generated to define the cutting edge for the preparer. Position form at the bottom of the page to ensure a dependable feeding edge and positive margin for optical scanning.

## **PAPER STOCK**

20 lb to 24 lb

Provide instruction with software that specifies the required paperweight. Lighter weight papers will jam processing equipment.

## **LOCATION**

The Doc ID must be located in the bottom-left corner of all vouchers, 0.5" from bottom and 0.5" from left edge of paper. Exact placement is required. A minimum **0.25"** margin of white space is required around each Doc ID number in all directions. **Do not print any other text or lines in this area.**

## **FONT AND INK COLOR**

Courier font, 12-point size, regular weight is preferred. Courier 12 bold is acceptable. Ink color must be black. Text must be all CAPS.

## **QUESTIONS**

FDES email: [MIFormsEfile@michigan.gov](mailto:MIFormsEfile@michigan.gov)

**Document Identification Code Specifications  
for City Tax Vouchers**  
(Forms 5122, 5123, 5209, 5299, 5300, 5301, and 5323)

	Target Mark	Software Developer Code				Space	Tax Year				Space	Form Number			Space	Page Number		Space	State Code		Space	Check Digit
		o	e	o	e		o	e	o	e		o	e	o		e	o		e	o		
CITY OF DETROIT		1	2	3	4		5	6	7	8		9	10	11		12	13		14	15		16
Voucher																						
5122	+	3	7	7	1		2	0	2	4		1	0	5		0	1		2	7		4

**Doc ID Example**

+3771 2024 105 01 27 4

**Target Mark:** The Doc ID (Positions 1-16) is preceded by a target mark, which is a “+” (plus sign) at **16 pt.** bold.

**Positions 1-4:** **Software Developer Code.** FDES assigns a numeric code to each developer to be used from year to year. If the numeric code is less than 4 digits, add a zero (zeroes) to the front of the numeric code to equal 4 digits.

*Blank space*

**Positions 5-8:** **Tax Year.** 4-digit tax year to which the voucher applies.

*Blank space*

**Positions 9-11:** **Voucher Number.** 3-digit voucher number.

*Blank space*

**Positions 12-13:** **Page Number.** 2-digit page number. Add a zero to the front of single-digit numbers to equal 2 digits (e.g., page 1 = 01).

*Blank space*

**Positions 14-15:** **State Code.** Enter “27.”

*Blank space*

**Position 16:** **Check Digit.** Add the value of the digits in the odd positions and twice the value of the digits in the even positions (ignore spaces), subtract the second digit of the sum from 10 and the result will equal the check digit. If the result is **10**, use **0** as the check digit.

**See Doc ID Calculation Spreadsheet on the SES.**

**Document Identification Code Specifications  
for Voucher 5094**

Form	P1	Software Developer Code				P6	Tax Year				P11	Form Number		P14	Page Number		P17	State Code		P20	Check Digit
		O	e	O	e		O	e	O	e		O	e		O	e		O	e		P21
5094	+	3	7	7	1		2	0	2	5		9	0		0	1		2	7		3

**Doc ID Code Example**

+3771 2025 90 01 27 3

- Position 1:** **Target Mark.** The Doc ID (Positions 1-21) is preceded by a target mark, which is a “+” (plus sign) at **16 pt. bold**.
- Positions 2-5:** **Software Developer Code.** FDES assigns a numeric code to each developer to be used from year to year. If the numeric code is less than 4 digits, add a zero (zeroes) to the front of the code to equal 4 digits.
- Position 6:** *Blank space*
- Positions 7-10:** **Tax Year.** 4-digit tax year to which the form applies.
- Position 11:** *Blank space*
- Positions 12-13:** **Form Number.** 2-digit form number.
- Position 14:** *Blank space*
- Positions 15-16:** **Page Number.** 2-digit page number. Add a zero to the front of single-digit numbers to create 2 digits (e.g., page 1 = 01).
- Position 17:** *Blank space*
- Positions 18-19:** **State Code.** Enter “27.”
- Position 20:** *Blank space*
- Position 21:** **Check Digit.** Add the value of the digits in the odd positions and twice the value of the digits in the even positions (ignore spaces), subtract the second digit of the sum from 10 and the result will equal the check digit. If the result is **10**, use **0** as the check digit.

**See Doc ID Calculation Spreadsheet on the SES.**