

Virginia Department of Taxation

Substitute Forms Specifications

Form 760PMT – Income Tax Payment Voucher – Individual

Special Notes

- Document ID – 761
- Barcode – No
- Rounding – Yes; the length of 15 for numeric fields includes the 2 places for the “.00” rounded cents.
- Due Date – May 1st
- Neither the OCR Line nor the Account Number field may contain dashes or hyphens (-).
- Review the instructions provided via the [main Forms page](#) when computations are required and/or when amount/numbers must be transferred to/from another form. The 760PMT supports Forms 760, 760PY and 763.

Use the Check Digit Calculator to determine the correct digit used in the applicable section of the OCR Line.

OCR Table

Example – XXXXXXXXXD 761VVVV 1YY00D

| Section | Length | Position | Format / Data | Description / Details |
|---------------------------------|--------|----------------|---------------|--|
| SSN | 9 | Col. 6, Row 52 | Numeric | XXXXXXXXX = 9 digits |
| Check Digit (for SSN) | 1 | | Numeric | D = Check Digit Calculator result |
| Blank Space | 1 | | N/A | |
| Doc ID | 3 | | Numeric | 761 |
| Vendor ID | 4 | | Numeric | VVVV = 4 digits of the NACTP Vendor ID code |
| Blank Space | 1 | | N/A | |
| Filing Period | 5 | | Date (1YY00) | Ending date of the Filing Period 1 = Century, YY = Tax Year, 00 = Month |
| Check Digit (for Filing Period) | 1 | | Numeric | D = Check Digit Calculator result |

Form Table

| Field | Length | Justified / Position | Format | Negative Allowed? | Description / Details |
|---------------------------------|--------|-----------------------------|--------------|-------------------|---|
| Your Social Security Number | 9 | Left | Numeric | N/A | 9 digits Print for all filing statuses. |
| Spouse's Social Security Number | 9 | Left | Numeric | N/A | 9 digits Print for filing statuses of: <ul style="list-style-type: none"> • (All forms) Married, Filing Joint • (760PY) Married, Filing Separate on Combined Return |
| OCR Line | 29 | Col. 6, Row 52 | Numeric | N/A | See OCR Table for details |
| Name(s) | 50 | Left | Alphanumeric | N/A | Names of customer(s) Your Name – Print for all filing statuses Spouse's Name – Print for filing statuses of: <ul style="list-style-type: none"> • (All forms) Married, Filing Joint • (760PY) Married, Filing Separate on Combined Return |
| Address (Number & Street) | 40 | Left | Alphanumeric | N/A | Street address of customer(s) |
| City, State & ZIP Code | 52 | Left | Alphanumeric | N/A | City, State Abbreviation & ZIP Code of customer(s) |
| Amount of payment | 15 | Right Col. 60, Row 60 | Numeric | No | Amount |