

Virginia Department of Taxation

Substitute Forms Specifications

Form 770ES – Estimated Income Tax Payment Voucher - Estates, Trusts & Unified Nonresidents

*Attention: All 770ES payments and vouchers / returns must be made electronically.
Paper vouchers are only allowed for customers with an approved waiver.*

Special Notes

- Document ID – 772
- Barcode – No
- Rounding – Yes; the length of 15 for numeric fields includes the 2 places for the “.00” rounded cents.
- Due Date – See Date Charts for details.
- 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.

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

OCR Table

Example – XXXXXXXXXD 772VVVV 1YYMMD LLL

Section	Length	Position	Format / Data	Description / Details
FEIN	9	Col. 6, Row 52	Numeric	XXXXXXXXXX = 9 digits or V with 8 digits
Check Digit (for FEIN)	1		Numeric	D = Check Digit Calculator result
Blank Space	1		N/A	
Doc ID	3		Numeric	772
Vendor ID	4		Numeric	VVVV = 4 digits of the NACTP Vendor ID code
Blank Space	1		N/A	
Filing Period	5		Date (1YYMM)	Due date for the Filing Period 1 = Century, YY = Tax Year, MM = Month See the Date Charts on Page 2 for all filing types.
Check Digit (for Filing Period)	1		Numeric	D = Check Digit Calculator result
Blank Space	1		N/A	
Locality Code	3		Numeric	LLL = 3 digits

Form Table

Field	Length	Justified / Position	Format	Negative Allowed ?	Description / Details
Voucher Number	1	Left	Numeric	N/A	1, 2, 3 or 4
First Time Filer/Address Checkbox	1	N/A	Checkbox	N/A	Display 'X' if applicable
First Payment Indicator Checkbox	1	N/A	Checkbox	N/A	Display 'X' if applicable
Locality No.	3	Left	Numeric	N/A	3 digits
Fiscal Year Filers Beginning Month	2	Left	Numeric	N/A	2 digits
OCR Line	29	Col. 6, Row 52	Numeric	N/A	See OCR Table for details
FEIN for Estate, Trust or Unified Filer	9	Left	Numeric	N/A	9 digits or V with 8 digits
Name	40	Left	Alphanumeric	N/A	Name of Estate, Trust or Unified Filer
Name and Title	40	Left	Alphanumeric	N/A	Name and Title of Fiduciary or Unified Filer
Address (Number & Street)	40	Left	Alphanumeric	N/A	Street address of Fiduciary or Unified Filer
City, State & ZIP Code	52	Left	Alphanumeric	N/A	City, State Abbreviation & ZIP Code of Fiduciary or Unified Filer
Amount of payment	15	Right Col. 60, Row 60	Numeric	No	Amount

Form 770ES – Estimated Income Tax Payment Voucher - Estates, Trusts & Unified Nonresidents (con't)

Filing Period – Format / Data	Filing Period – Description / Details
Date (1YYMM)	Due Date For The Filing Period 1 = Century, YY = Tax Year, MM = Month
Numeric	D = Check Digit Calculator result

Calendar Year Filers should use these dates as the basis to build the Filing Period field in the 770ES OCR Line.

Tax Year 2023	Voucher 1	Voucher 2	Voucher 3	Voucher 4
Jan. – Dec.	05/01/23 = 12305	06/15/23 = 12306	09/15/23 = 12309	01/15/24 = 12401

Fiscal Filers should use these dates as the basis to build the Filing Period field in the 770ES OCR Line.

Example

- Fiscal Filer Year Beginning Month = June 2023
- Filing Period Field for Voucher 2 = 11/15/2023
- OCR Line Filing Period = 12311 (plus the Check Digit result)

FISCAL FILERS	Voucher 1	Voucher 2	Voucher 3	Voucher 4
Jan. 2023 – Dec 2023	04/15/2023 = 12304	06/15/2023 = 12306	09/15/2023 = 12309	01/15/2024 = 12401
Feb. 2023 – Jan. 2024	05/15/2023 = 12305	07/15/2023 = 12307	10/15/2023 = 12310	02/15/2024 = 12402
Mar. 2023 – Feb. 2024	06/15/2023 = 12306	08/15/2023 = 12308	11/15/2023 = 12311	03/15/2024 = 12403
Apr. 2023 – Mar. 2024	07/15/2023 = 12307	09/15/2023 = 12309	12/15/2023 = 12312	04/15/2024 = 12404
May 2023 – April 2024	08/15/2023 = 12308	10/15/2023 = 12310	01/15/2024 = 12401	05/15/2024 = 12405
June 2023– May 2024	09/15/2023 = 12309	11/15/2023 = 12311	02/15/2024 = 12402	06/15/2024 = 12406
July 2023 – June 2024	10/15/2023 = 12310	12/15/2023 = 12312	03/15/2024 = 12403	07/15/2024 = 12407
Aug. 2023 – July 2024	11/15/2023 = 12311	01/15/2024 = 12401	04/15/2024 = 12404	08/15/2024 = 12408
Sept. 2023 – Aug 2024	12/15/2023 = 12312	02/15/2024 = 12402	05/15/2024 = 12405	09/15/2024 = 12409
Oct. 2023 – Sept 2024	01/15/2024 = 12401	03/15/2024 = 12403	06/15/2024 = 12406	10/15/2024 = 12410
Nov. 2023 – Oct 2024	02/15/2024 = 12402	04/15/2024 = 12404	07/15/2024 = 12407	11/15/2024 = 12411
Dec. 2023 – Nov 2024	03/15/2024 = 12403	05/15/2024 = 12405	08/15/2024 = 12408	12/15/2024 = 12412