

CIT-V EXAMPLE

Michigan Department of Treasury, Form 4901 (Rev. 03-20)

MICHIGAN Corporate Income Tax e-file Annual Return Payment Voucher **CIT-V**

Issued under authority of Public Act 38 of 2011. See instructions for filing guidelines.

Taxpayer Name and Address (Street, City, State, ZIP Code) THE SOAP COMPANY 200 E. LAST STREET EAST LANSING, MI 48823	Tax Year Ending (YYYYMM) 202012	Federal Employer Identification Number (FEIN) TR-1234567
WRITE PAYMENT AMOUNT HERE ⇒ \$.00
MAIL TO: Michigan Department of Treasury P.O. Box 30774 Lansing, MI 48909		Make check payable to "State of Michigan." Write FEIN, the tax year and "CIT-V" on the check. Enclose the check and voucher. Do not fold or staple.

DO NOT WRITE IN THIS SPACE

9090

20201284 14 2020 000000000 841234567 8

PERSONALIZATION

A developer's software program must print vouchers one to a page with top line generated to define the cutting edge for the preparer, measuring 8.5" wide and 3.5" in height. Position voucher at the bottom of the page to ensure dependable feeding edge. Verify the form revision date and "MAIL TO" address are correct.

Verify form elements with current year final form. Courier font preferred at a minimum 10-point size.

- **Taxpayer Name and Address (Street, City, State, ZIP Code):** Name and mailing address in all CAPS.
- **Tax Year Ending:** The year and month should be listed as **YYYYMM** (e.g., year ending December 2020 would read 202012).
- **Federal Employer Identification Number (FEIN):** The nine-digit FEIN must be formatted **XX-XXXXXXX**.
- **Amount:** Field should be entered with no cents.
- **Software Developer Code:** Entered in bottom-left corner.

SCANLINE CONTENT

- **Font:** OCR-A Ext 12-point size or OCR-A Std 10-point size
- **Location:** .5" from the bottom edge and .5" from the right edge of the paper
- **Data Format:** Six fields of varying length totaling 33 characters plus five spaces between the fields (38 places).

Beginning at the left end, the scanline is constructed as follows:

1. 8 characters: The first six characters represent the ending file period and month (**YYYYMM**). The last two characters will be "32" (space) or "84" if the taxpayer is using a "TR" number instead of an FEIN; (See **ASCII Coding** sheet).
2. 2 characters: Tax Type = 14.
3. 4 characters: Represents Tax Year for which the payment applies, **not the year that the payment was made**.
4. 9 characters: Must be all zeros.
5. 9 characters: Represents FEIN. If a Treasury assigned "TR" number, the first two characters will be "84."
6. 1 character: Check Digit.