

Virginia Department of Taxation

Substitute Forms Specifications

VA16 – Quarterly Withholding Reconciliation of VA-15 Payments

*Attention: All VA16 payments and vouchers / returns must be made electronically.
Paper vouchers are only allowed for customers with an approved waiver.*

Special Notes

- Document ID – 316
- Barcode – No
- Rounding – No; the length of 15 for numeric fields includes the 2 places for the cents.
- Due Date – 04/30, 07/31, 10/31 and 01/31
- 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 – 30XXXXXXXXX1###D 316VVVV 1YYMM

| Section | Length | Position | Format / Data | Description / Details |
|----------------------------------|--------|----------------|----------------------------|--|
| Tax Code | 2 | Col. 6, Row 52 | Numeric | 30 |
| FEIN | 9 | | Numeric | XXXXXXXXX = 9 digits or V with 8 digits |
| External ID Type | 1 | | Numeric | 1 = indicates the 9 digits before it as the FEIN |
| Account Suffix | 3 | | Numeric | ### = 3-digit Account Suffix, Ex. 001, 002, 003 |
| Check Digit (for Account Number) | 1 | | Numeric | D = Check Digit Calculator result |
| Blank Space | 1 | | N/A | |
| Doc ID | 3 | | Numeric | 316 |
| Vendor ID | 4 | | Numeric | VVVV = 4 digits of the NACTP Vendor ID code |
| Blank Space | 1 | | N/A | |
| Filing Period | 5 | | Date (1YYMM) | Ending date of the Filing Period 1 = Century, YY = Tax Year, MM = Month 03/31/19 = 11903 06/30/19 = 11906 09/30/19 = 11909 12/31/19 = 11912 |
| Check Digit (for Filing Period) | 1 | Numeric | D = Check Digit Calculator | |

Form Table

| Field | Length | Justified / Position | Format | Negative Allowed? | Description / Details |
|---------------------------|--------|--------------------------|--------------|-------------------|---|
| Period | 10 | Left | Date | N/A | MM/DD/YYYY |
| Due Date | 10 | Left | Date | N/A | MM/DD/YYYY |
| OCR Line | 31 | Col. 6, Row 52 | Numeric | N/A | See OCR Table for details |
| Account Number | 15 | Left | Alphanumeric | N/A | 30XXXXXXXXXF### 30 = Tax Code, XXXXXXXXXXXX = FEIN, F### = ID Type & Account Suffix |
| FEIN | 9 | Left | Alphanumeric | N/A | 9 digits or V with 8 digits |
| Name | 40 | Left | Alphanumeric | N/A | Name of customer |
| Address (Number & Street) | 40 | Left | Alphanumeric | N/A | Street address of customer |
| City, State & ZIP Code | 52 | Left | Alphanumeric | N/A | City, State Abbreviation & ZIP Code of customer |
| Line 1 | 15 | Right | Numeric | No | Amount |
| Line 2 | 15 | Right | Numeric | Yes | Amount |
| Line 3 | 15 | Right | Numeric | Yes | Amount – Software Generated Computation |
| Line 4 | 15 | Right | Numeric | Yes | Amount |
| Line 5 | 15 | Right | Numeric | Yes | Amount |
| Line 6 | 15 | Right | Numeric | Yes | Amount |
| Line 7 | 15 | Right | Numeric | Yes | Amount |
| Line 8 | 15 | Right | Numeric | Yes | Amount |
| Line 9 | 15 | Right Col. 60, Row 60 | Numeric | Yes | Amount – Software Generated Computation |