Virginia Department of Taxation

Substitute Forms Specifications

Form 760PFF - Income Tax Payment Voucher - Individual (Farmer, Fisherman & Merchant Seaman)

Special Notes

- Document ID 764
- Barcode No
- Rounding Yes; the length of 15 for numeric fields includes the 2 places for the ".00" rounded cents.
- Due Date March 1st
- Neither the OCR Line nor the Account Number field may contain dashes or hyphens (-).
- Review the instructions provided via the <u>main Forms page</u> when computations are required and/or when amount/numbers must be transferred to/from another form. The 760PFF 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 764VVVV 1YY00D

Section	Length	Position	Format / Data	Description / Details
SSN	9	Col. 6, Row 52	Numeric	XXXXXXXX = 9 digits
Check Digit (for SSN)	1		Numeric	D = Check Digit Calculator result
Blank Space	1		N/A	
Doc ID	3		Numeric	764
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	9	Left	Numeric	N/A	9 digits
Number					Print for all filing statuses.
Spouse's Social	9	Left	Numeric	N/A	9 digits
Security Number					Print for filing statuses of:
					(All forms) Married, Filing Joint
					(760PY) Married, Filing Separate on Combined Return
OCR Line	29	Col. 6,	Numeric	N/A	See OCR Table for details
		Row 52			
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:
					(All forms) Married, Filing Joint
					 (760PY) Married, Filing Separate on Combined Return
Address	40	Left	Alphanumeric	N/A	Street address of customer(s)
(Number & Street)					
City, State & ZIP Code	52	Left	Alphanumeric	N/A	City, State Abbreviation & ZIP Code of customer(s)
Amount of payment	15	Right	Numeric	No	Amount
		Col. 60,			
		Row 60			