## 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 1<sup>st</sup>
- 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 – XXXXXXXXD 764VVVV 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	764
Vendor ID	4		Numeric	VVVV = 4 digits of the NACTP Vendor ID code
Blank Space	1		N/A	
Filing Period	5		Date	Ending date of the Filing Period
			(1YY00)	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:
					<ul> <li>(All forms) Married, Filing Joint</li> </ul>
					(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:
					<ul> <li>(All forms) Married, Filing Joint</li> </ul>
					<ul> <li>(760PY) Married, Filing Separate on Combined Return</li> </ul>
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			