IDAHO 2008

BUSINESS INCOME TAX

CORPORATION S CORPORATION PARTNERSHIP

ELECTRONIC FILING SPECIFICATIONS

SCHEMA VERSION 1.0

August 2008 EPB 00070

TABLE OF CONTENTS

| Introduction | 1 |
|---|----|
| Contact Information | 1 |
| Acceptance and Participation | 2 |
| Developer's Responsibilities | 3 |
| Software Acceptance, Testing, and Approval | 3 |
| Acknowledgement System | 4 |
| General Information | 4 |
| Schemas and Transmission Specifications | 5 |
| Appendix A – Idaho State Return Reject Codes | 8 |
| Appendix B – 2008 Business Income Tax Forms and Schedules | 11 |
| Appendix C – Payment Voucher for E-Filed Returns ONLY | 13 |
| Appendix D – Optical Character Recognition (OCR) Specifications | 14 |
| | |

Introduction

The Idaho State Tax Commission (STC), in conjunction with the Internal Revenue Service (IRS), accepts state Corporate, S Corporate, and Partnership (August 2008) Income Tax returns and corresponding forms for tax year 2008 by using the Modernized E-File system (MeF). The accepted forms are identified in the General Information section.

The transmission method will be a Web service using Simple Object Access Protocol (SOAP) with attachments messaging. The return data will be formatted using Extensible Markup Language (XML). Authorized E-File providers, also known as Electronic Return Originators (ERO's) can submit returns to the IRS MeF system for federal and state return processing. State returns can be submitted either as a federal return with a state return attached, called a "Fed/State" return, or as a state return, known as a "State Only" submission. Each return (Fed/State or State Only) must be in a separate submission. Multiple submissions may be contained in a single message payload. Software developers must test with the STC before submitting live Fed/State or State Only returns.

Contact Personnel

For the best service, please choose the appropriate contact.

Technical questions about:

- The Web site
- The XML Schema
- The summary of the XML Schema
- Additional detail information of schema elements
- The Web application
- The summary of schema changes
- Missing acknowledgements
- Testing questions

Contact: Robin Allen (208) 334-7783 rallen@tax.idaho.gov

OR

Steve Thimsen (208) 334-7569 sthimsen@tax.idaho.gov

Business income tax questions:

Form/schedule development:

Contact: Dawn Glazier (208) 334-7822 dglazier@tax.idaho.gov

Legal questions:

Contact: Janice Boyd (208) 334-7670 jboyd@tax.idaho.gov

General questions about:

- Bills or refunds
- Filing requirements
- Name and address changes

Contact: Taxpayer Services (800) 972-7660 taxrep@tax.idaho.gov

EFT payment questions:

Contact: Accounting (208) 334-7528

Related Web Links:

- State of Idaho <u>idaho.gov</u>
- Idaho State Tax Commission tax.idaho.gov
- Electronic filing information tax.idaho.gov
- Electronic payment information- tax.idaho.gov
- Internal Revenue Service <u>www.irs.gov</u>
- Federation of Tax Administrators <u>www.taxadmin.org</u>

Acceptance and Participation

- 1. Idaho will accept returns electronically from any IRS approved software provider. Software providers will work in a cooperative partnership effort with the STC.
- 2. Software providers must make the following information available to the STC for participation:
 - Software developer company name
 - Address
 - EFIN
 - ETIN
 - Primary contact name
 - Secondary contact name
 - Primary/Secondary telephone numbers
 - Primary/Secondary fax numbers
 - Primary/Secondary e-mail addresses

Developer's Responsibilities

Developed software must:

- Adhere to all federal and state procedures, requirements, and specifications. These requirements are specified in IRS Publication 4164, *Modernized e-File Guide for Software Developers and Transmitters.*
- Successfully complete all testing.
- Be developed according to statutory requirements and STC return preparation instructions.
- Provide accurate Idaho business tax returns in correct electronic format.
- Provide data validation, verification, and error detection to prevent transmission of incomplete, inaccurate, or invalid return information.
- Be available to correct any software errors, which may occur after production begins, and work with the STC to follow up on any processing issues that may arise during filing season. If software providers need to update software, it should be done in a timely manner and proper notification should be made to all customers.

Software Acceptance, Testing, and Approval

- 1. The testing system is available year round. The beginning test date for the next year's processing is subject to IRS availability and is subject to change. Notification will be given if the beginning test date is different than November. Testing outside the Fed/State system (direct testing with Idaho) may be available if necessary.
- 2. Upon request, the STC technical questions contact will provide access to the following:
 - Spreadsheets of Idaho data elements (combined and by form type).
 - Idaho specific XML schema.
 - PDF copies of state forms with element reference numbers.
- 3. Developers should support all schedules, forms, and occurrences that are available for corporation, S corporation, and partnership e-filing for 2008. It's important that customers receive a complete range of services.
- 4. Developers must include edits and verification based on the business rules provided for each field or data element. The STC spreadsheet will include information on field type, field format, length, the business rule edits and other edits for the field, and if the field or data element can be negative or is recurring, Developers must closely follow the requirements for each field to ensure proper data formatting.
- 5. Software must not be moved to production until notified by e-mail of STC approval.

Acknowledgement System

- 1. The STC will generate an acknowledgement of acceptance or rejection for all returns received. The acknowledgement record will be in a format approved and agreed upon by the IRS, state agencies, transmitters, and software developers.
- 2. Transmitters and software developers should allow one business day to receive the state acknowledgement before contacting the STC.

General Information

- 1. The STC will support e-filing of the following forms:
 - Form 41 Idaho Corporation Income Tax Return
 - Form 41S Idaho S Corporation Income Tax Return
 - Form 65 Idaho Partnership Return of Income
 - Form 42 Idaho Supplemental Schedule for Multistate/Multinational Businesses
 - Form 44 Idaho Business Income Tax Credits and Credit Recapture
 - Form 49 Idaho Investment Tax Credit
 - Form 49C Idaho Investment Tax Credit Carryover
 - Form 49R Recapture of Idaho Investment Tax Credit
 - Form 55 Idaho Credit for Qualifying New Employees
 - Form 56 Idaho Net Operating Loss Carryforward/Carryback
 - Form 67 Credit for Idaho Research Activities
 - Form 68 Idaho Broadband Equipment Investment Credit
 - Form 68R Recapture of Idaho Broadband Equipment Investment Credit
 - Form 69 Idaho Incentive Investment Tax Credit
 - Form 69R Recapture of Idaho Incentive Investment Tax Credit
 - Form 71 Idaho Biofuel Infrastructure Investment Tax Credit
 - Form 71R Recapture of Idaho Biofuel Infrastructure Investment Tax Credit
 - Form 75 Idaho Fuels Use Report
- 2. The STC will support PDF attachments of the following forms:
 - Form 41A Supplemental Schedule Of Affiliated Entities
 - Form 49E Property Tax Exemption Election Form
 - Form 49ER Recapture of Qualified Investment Exemption from Property Tax
 - Form 70 Idaho Statement of Credit Transfer
 - Form 75-IMV Idaho Fuels Tax Refund Worksheet Intrastate Motor Vehicles
 - Form 75-IC Fuels Tax Refund Worksheet IFTA Licensees
- 3. The STC will accept the following return types:
 - Fed/State: An original federal return submitted with one original state return.
 - State Only: A state return not submitted with an original copy of the federal return.

- 4. In general, send data elements *only* if they contain data values. It's not necessary to send empty data elements (i.e., zero financial fields, unused elements, etc.)
- 5. Decimal places for ratios:
 - Ratios will use two positions in front of the decimal and up to six places to the right of the decimal. Examples: 100% = 01.000000 37.1/3% = 00.373333 37.0829% = 00.370829
- 6. The STC 2008 Business Electronic Filing program will support returns for tax years ending 12/31/2007 through 11/30/2008.

Schemas and Transmission Specifications

- 1. Idaho adopted the TIGERS recommended structure in the development of forms-based schemas.
- 2. The TIGERS structure adopted by Idaho includes standardized schemas for header and binary attachments. Idaho will not use the Financial Transaction schema.



- 3. Software developers should apply data from the spreadsheet or tax forms to the appropriate data element from the XML schema.
- 4. All XML data must be well formed.
- 5. Packaging of data and transmission payload must be in the proper format.
- 6. The STC rejects state returns for reasons outlined in Appendix A.
- 7. Returns filed in XML format with SOAP attachments allow for binary attachments to the submission. These attachments could consist of schedules, balance sheets, statement records, or other types of documents as outlined in Appendix B. The allowed file type for attachments is file extension .PDF. The file order of attachments and procedures must follow the IRS requirements for binary attachments as found in IRS publication 4163 at http://www.irs.gov/taxpros/providers/article/0,.id=97626,00.html. The STC allows for binary attachments to the state return with the appropriate naming convention for the description element.



Description = name as defined in Appendix B - PDF Description

DocumentType = PDF

AttachmentLocation = actual name of the attached PDF.

- 8. The STC supports simple and complex e-file types as outlined in Appendix C and Appendix D.
- 9. Other packaging and guidelines:
 - A submission contains a state return and a copy of the federal return.
 - Each state return must include a complete copy of the federal return as submitted to the IRS and any attachments associated with that federal return.
 - The copy of the federal return must be submitted in the agreed upon IRS XML format.
 - Each submission must be a separate file.
 - Each state return must be submitted in the XML format specified and agreed upon by IRS, state agencies, transmitters, and software developers.
 - If the IRS rejects a Fed/State submission, the state will not receive the state return portion. The Fed/State submission must be re-submitted.
 - Each submission must be in Zip archive format as outlined in IRS publication 4164 *Modernized e-File (MeF) Guide for Software Developers and Transmitters.*
 - The SOAP message itself must not be compressed or zipped.
 - The state manifest must follow the guidelines provided by the IRS with the following Idaho specific items.
 - SubmissionID = 6-character EFIN + 4-digit year + 3-digit Julian date + 7-digit unique sequence number.
 - Government Code = IDST
 - SubmissionType
 - For Corporate and Scorporate = Form41V2, Form41SV2
 - For Partnership = Form 65

- SubmissionCategory
 - For Corporate and Scorporate = CORP
 - For Partnership = PART
- The message must contain a header, a body, and an attachment. See Modernized E-File Logical ICD Model for message layout and message technical specifications.
- ERO's and transmitters must be registered with the IRS in order to submit Fed/State or State Only returns.
- The STC will produce an acknowledgement of acceptance or rejection for each state submission. The transmitter may retrieve the state's acknowledgement from the IRS.

| Reject | | |
|--------|--|---|
| Code | Error Message | _ |
| | | |
| 0001 | Duplicate Submission ID | - |
| 0002 | Missing copy of federal tax return | |
| 0003 | Missing form type indicator (41 / 41S / 65) | |
| | Return includes a value in both the tax due Form 41, Line 56 Form 41S, Line 61 Form 65, Line 56 and Overpayment Form 41, Line 59 Form 41S, Line 64 | |
| | • Form 65, Line 59 | |
| 0004 | * If the return is a "zero balance due," report "0" in the tax due field. | |
| | | |
| 0007 | Duplicate EIN for the same tax period | |
| | Missing electronically filed returns with value in appropriate field: | |
| | Missing Form 42 with value less than 100% on Form 41, Line 33 | |
| | Form 41, Line 33 Form 41S, Line 37 | |
| 1000 | Form 65, Line 35 | |
| 1000 | Missing Form 44 with value on | |
| | • Form 41, Line 41 or 45 | |
| | • Form 41S, Line 46 or 51 | |
| 0050 | • Form 65, Line 44 or 48 | |
| | Missing Form 75 with value on | |
| | • Form 41, Line 47 or 54 | |
| | • Form 41S, Line 52 or 59 | |
| 0060 | Form 65, Line 49 or 54 | |
| 0000 | Form 49 with value on | |
| 0600 | Form 44, Part I, Line 1, Column A Form 49C with value on | |
| 1010 | Form 49C with value of Form 44, Part I, Line 1, Column B | |
| 1010 | Form 49R with value on | |
| 0710 | Form 44, Part II, Line 1 | |
| | Form 55 with value on | |
| 0610 | Form 44, Part I, Line 4, Column A | |
| | Form 67 with value on | |
| | • Form 44, Part I, Line 5, Column A or | |
| 0620 | Column B | |

Appendix A – Idaho State Return Reject Codes

| | Form 68 with value on | |
|------|---|----------------|
| | Form 44, Part I, Line 6, Column A or | |
| 0630 | Column B | |
| | Form 68R with value on | |
| 0720 | Form 44, Part II, Line 2 | |
| | Form 69 with value on | |
| | Form 44, Part I, Line 7, Column A or | |
| 0640 | Column B | |
| | Form 69R with value on | |
| 0730 | Form 44, Part II, Line 3 | |
| | Form 71 with value on | |
| | • Form 44, Part I, Line 11, Column A or | |
| 1200 | Column B | |
| | Form 71R with value on | |
| 1210 | Form 44, Part II, Line 7 | |
| | | |
| | Missing binary attachments with value in | PDF Attachment |
| | appropriate field: | Description |
| | Form 49E with value on | |
| | Form 41, Line 10 | |
| | Form 41S, Line 13 | |
| 1020 | Form 65, Line 11 | Form_49E_01 |
| | Form 49ER with value on | |
| | Form 41, Line 49 | |
| | Form 41S, Line 54 | |
| 1030 | Form 65, Line 51 | Form_49ER_01 |
| | Form 75IMV with value on | |
| 1050 | Form 75, Section III, Line 4,6 or 14 | Form_75IMV_01 |
| | Form 75IC with value on | |
| 1060 | Form 75, Section III, Line 5 or 13 | Form_75IC_01 |
| | Form 41ESR with value on | |
| | Form 41, Line 51 | |
| 1070 | Form 41S, Line 56 | Form_41ESR_01 |
| | Combined reporting spreadsheet with value and | |
| | Form 41A Supplemental Schedule Of Affiliated | |
| | Entities | |
| 1160 | • Form 41, Line 8 | Form_41A_01 |
| | Missing Description element within | |
| | EntityDetailType with value in appropriate | |
| | field: | |
| | Interest on US Government obligations statement with value on | |
| | Form 41, Line 21 | |
| | Form 41, Line 21 Form 41S, Line 25 | |
| 1110 | | |
| 1110 | | |
| 4400 | Nonbusiness income statement with value on | |
| 1120 | Form 41, Line 25 | |

| | Form 41S, Line 29 | |
|------|---|--|
| | • Form 65, Line 27 | |
| | Nonbusiness expense statement with value on | |
| | • Form 41, Line 26 | |
| | Form 41S, Line 30 | |
| 1130 | • Form 65, Line 28 | |
| | Income allocated to Idaho statement with value on | |
| | • Form 41, Line 35 | |
| | Form 41S, Line 39 | |
| 1150 | • Form 65, Line 37 | |

Appendix B – 2008 Business Income Tax Forms and Schedules

| | | | | | Xref | | | | |
|---|-------|-----|-----------------|----------------|-----------|-----------|-------------------------------------|---------|----------------|
| FORM | eFile | PDF | PDF Description | Form 41 | Form 41S | Form 65 | Form 44 | Form 75 | Reject Code |
| Form 41 - Corporate Return | Х | | • | | | | | | |
| Form 41S - S Corp Return | Х | | | | | | | | |
| Form 65 – Partnership Return | Х | | | | | | | | |
| Form 42 - Multistate / | | | | | | | | | |
| Multinational | Х | | | Ln 33 | Ln 37 | Ln 35 | | | 1000 |
| Form 44 - Credits and Recapture | Х | | | Ln 41, 45 | Ln 46, 51 | Ln 44, 48 | | | 0050 |
| Form 49 - Investment Tax Credit | х | | | | , | | Part I, Ln 1, Col A | | 0600 |
| Form 49C - Investment Tax Credit Carryover | х | | | | | | Part I, Ln 1, Col B | | 1010 |
| Form 49E - Property Tax Exemption | | х | Form_49E_01 | Ln 10 | Ln 13 | Ln 11 | | | 1020 |
| Form 49ER - Property Tax Recapture | | х | Form_49ER_01 | Ln 49 | Ln 54 | Ln 51 | | | 1030 |
| Form 49R - Investment Tax Credit Recapture | х | | | | | | Part II, Ln 1 | | 0710 |
| Form 55 - New Employee Credit | х | | | | | | Part I, Ln 4, Col A | | 0610 |
| Form 56 - Net Operating Loss | х | | | Ln 36a, 36b | | | | | No |
| Form 67 - Research Activity Credit | х | | | | | | Part I, Ln 5, Col A, Col B | | 0620 |
| Form 68 - Broadband Equipment Credit | х | | | | | | Part I, Ln 6, Col A, Col B | | 0630 |
| Form 68R - Broadband Equipment Recapture | х | | | | | | Part II, Ln 2 | | 0720 |
| Form 69 - Incentive Investment Tax Credit | х | | | | | | Part I, Ln 7, Col A, Col B | | 0640 |
| Form 69R - Incentive Investment Tax Credit Recapture | х | | | | | | Part II, Ln 3 | | 0730 |
| Form 71 – Biofuel Infrastructure Investment Tax Credit | Х | | | | Ln 12 | | Part I, Line 14, Col A, Col B | | 1200 |

| Form 71R – Biofuel Infrastructure Investment Tax | | | | | | | Part II, Line | | |
|---|---|---|------------------------|-----------|-----------|-----------|---------------|-----------|------|
| Credit Recapture | х | | | | | | 10 | | 1210 |
| Form 70 - Statement of Credit | | | | | | | | | |
| Transfer | | Х | Form_70_01 | | | | | | No |
| Form 75 - Fuels Use Report | Х | | | Ln 47, 54 | Ln 52, 59 | Ln 49, 54 | | | 0060 |
| | | | | | | | | Part III, | |
| Form 75-IMV Interstate Motor | | | | | | | | Ln 4, | |
| Vehicle | | Х | Form_75IMV_01 | | | | | 6,14 | 1050 |
| | | | | | | | | Part III, | |
| Form 75-IC - IFTA Carrier | | Х | Form_75IC_01 | | | | | Ln 5,13 | 1060 |
| Form 14 -Idaho Water's Edge | | | | | | | | | |
| Election and Consent Form | | Х | Form_14_01 | Ln 9 a 2 | | | | | No |
| Form 41ESR | | Х | Form_41ESR_01 | Ln 51 | Ln 56 | | | | 1070 |
| | | | | | | | | | |
| Other Attachments (not forms) | | | | | | | | | |
| Combined Reporting | | | Comb_Report_Sheet_0001 | | | | | | |
| Spreadsheet | | Х | Form 41A | Ln 8 | | | | | 1160 |
| Miscellaneous Statements | | Х | Miscellaneous_01 | | | | | | No |
| | | | | | | | | | |
| EntityDetailType must include | | | | | | | | | |
| Description element | | | | | | | | | |
| Int and div not taxable under IRS | | | | Ln 13 | Ln 20 | Ln 18 | | | No |
| Taxes measured by net income | | | | Ln 14 | Ln 21 | Ln 19 | | | No |
| Other Additions | | | | Ln 17 | Ln 22 | Ln 20 | | | No |
| Interest on US Govt obligations | | | | Ln 21 | Ln 25 | Ln 23 | | | 1110 |
| Nonbusiness income | | | | Ln 25 | Ln 29 | Ln 27 | | | 1120 |
| Nonbusiness expense offset | | | | Ln 26 | Ln 30 | Ln 28 | | | 1130 |
| Sub Bonus depreciation (e.g. | | | | | | 1 | | | |
| Form 4562) | | | | Ln 28 | Ln 32 | Ln 30 | | | No |
| Other Subtractions | | | | Ln 29 | Ln 33 | Ln 31 | | | No |
| Income Allocated to Idaho | | | | Ln 35 | Ln 39 | Ln 37 | | | 1150 |
| ITC equipment list | | 1 | | | | 1 | Part I, Ln 1 | | No |

* PDF Description includes "_01" or "_0001." 01 = 01 - 99 and 0001 = 01 - 9999 for each occurrence of the form within the same filing.

Appendix C- Payment Voucher for E-filed returns ONLY

Payment voucher for original return (Transaction Code = 95)

| Idaho Income Tax Payment Voucher E-filed Amended Return | Amount Paid \$ 10.00 |
|---|----------------------|
| lail to: Idaho State Tax Commssion D Box 83784 oise ID 83707-3784 REVENUE OPERATIONS QUALITY CONTROL | |
| PO BOX 36 BOISE ID 83722-0410 | |
| | |

Payment voucher for amended return (Transaction Code = 72)

| Idaho Income Tax Payment Voucher E-filed Amended Return | Amount Paid | \$ 10.00 |
|---|-----------------|----------|
| Mail to: Idaho State Tax Commssion PO Box 83784 Boise ID 83707-3784 | | |
| REVENUE OPERATIONS QUALITY CONTROL PO BOX 36 BOISE ID 83722-0410 | | |
| 290500056 00000000 | NREVE 05 1206 A | , 72 L |

OPTICAL CHARACTER RECOGNITION (OCR) SPECIFICATIONS

| <u>Par</u> 1. | ber Specifications Width - | 8 1/2" | | | | |
|------------------|--|---|----------|--|--|--|
| 2. | Height - | 3 2/3" (Coupons) | | | | |
| | - | 11" (Standard Size Forms) | | | | |
| 3. | Perforation Type - | Standard Perf | | | | |
| 4. | Weight - | 24# | | | | |
| 5. | Color - | White (black ink) | | | | |
| 6. | 6. Paper must contain properties that will allow data to be read by optical character recognition equipment. Such properties are gloss, porosity, reflectance, and smoothness. | | | | | |
| 7. | 7. The dirt (dirt, specks, wood pulp, or foreign marks) shall not exceed 150 marks per 1000 square inches. | | | | | |
| 8. | Opacity - paper with op | pacity of greater than 85% is preferable. | | | | |
| | | OCR Scan Lin | e Data F | ields | | |
| ТН | THE OCR SCAN LINE MUST BE OCR-A 10 PITCH - 10 CHARACTERS PER INCH -FIXED PRINT. | | | | | |
| Ou | r Taxpayer for sample | purposes is: Taxpayer Inc | | | | |
| 1. | Business EIN | | 9 digits | (518010001) | | |
| 2. | Not used for business | payments | 9 digits | (00000000) | | |
| 3. | Name Control (first 4 | letters of the last name) | 4 chara | cters (TAXP) | | |
| 4. | Tax Code | | 2 digits | (05) | | |
| 5. | Tax Period (month & | year) | 4 digits | (1207) | | |
| 6. | Filing Cycle Code | | 1 chara | cter (A) | | |
| 7. | Transaction Code | | 2 digits | (95 if payment is made with an original return)(72 if payment is made with an amended return) | | |
| 8. | Check Digit | | 1 digit | (9) | | |



CHECK DIGIT VALIDATION

The calculation for the check digit is *Modulus 10 Luhns Sum of Digits*. It can be found in the scanline of all of the OCR scanable income tax returns. The check digit is found in position <u>39</u> of the scanline. The calculation to validate the check digit is performed on positions 1 through 38 of the scanline. The spaces separating two fields are **not** included in the calculations.

Numbers 0-9 are equal to their face value.

Numbers 10 and above are equal to the sum of their two digits. **Example:** 10 = 1+0 = 1 14 = 1+4 = 518 = 1+8 = 9

The letters of the alphabet are valued as follows:

 A
 B
 C
 D
 E
 F
 G
 H
 I
 J
 K
 L
 M
 N
 O
 P
 Q
 R
 S
 T
 U
 V
 W
 X
 Y
 Z

 1
 2
 3
 4
 5
 6
 7
 8
 9
 2
 3
 4
 5
 6
 7
 8
 9

AMPERSAND (&)= 0, DASH (-)= 0, AND BLANK SPACES = 0

SCANLINE POSITIONS = 123456789012345678901234567890123456789

EXAMPLE SCANLINE = 518010001 000000000 TAXP 05 1208 A 95 2

Check Digit validation calculations are done as follows:

1 x 2 = 2x 1=8 8 0 x 2 = 01 x 1= 1 0 x 2 = 00 x 1 = 00 x 2 = 01 x 1=1 0 x 2 = 00 x 1 = 00 x 2 = 00 x 1 = 00 x 2 = 00 x 1 = 0x 2 = 00 0 x 1 = 00 x 2 = 0 $3(T) \times 1 = 3$ 1 (A) x 2= 2 $7(X) \ge 1 = 7$ 7 (P) x 2=14 1 + 4 = 5 0 x 1 = 05 x = 10 1 + 0 = 11 x 1 = 12 x 2 = 40 x 1 = 07 x = 14 + 4 = 5 $1 (A) \times 1 = 1$ 9 x = 18 1 + 8 = 95 x 1=5

5

x 1=5

TOTAL 60

- 1. Sum of the digits. The sum in this example equals 60.
- 2. Divide the sum by 10. 60/10 = 6 with a remainder of 0.
- 3. Subtract the remainder from 10. 10 0 = 10.
- 4. The check digit equals 0.
- **NOTE:** The "C" used in the example of weighting factor on the previous page designates the location of the check digit. It has no other purpose.
- **NOTE:** If the remainder is equal to zero, the check digit is 0.

NAME CONTROL GUIDELINES

Name control must be the first **four** letters and/or characters of the last name. Do **not** include spaces. Do **not** include any punctuation with the exception of the ampersand (&), and the hyphen (-). If the Legal business name includes the first word "The", go to the next word to begin the four-letter name control (example shown below). If the name control is less than four letters, use the following examples to help you.

Business Name Control Samples

ABC The name control would be <u>ABC</u> (Space at the end after the "C")

987654321 000456321 ABC 01 1208 A 95 9

AB C The name control would also be <u>ABC</u> (Remove spaces in the middle and compact the letters. Space is at the end)

987654321 000456321 ABC 01 1208 A 95 9

A+B, Inc: The name control would be <u>ABIN</u> (Remove the "+" and the comma)

987654321 000456321 ABIN 01 1208 A 95 2

A/B/C The name control would be <u>ABC</u> (Remove the "/"'s and compact the letters. Space after "C")

987654321 000456321 ABC 01 1208 A 95 9

A/B/C Company The name control would be <u>ABCC</u> (Remove the "/"'s and compact the letters)

987654321 000456321 ABCC 01 1208 A 95 3

John Doe Inc. (Business): The name control would be JOHN

987654321 000456321 JOHN 01 1208 A 95 4

The ABC Company: The name control would be <u>ABCC</u> (Disregard "The" as part of the name control)

987654321 000456321 ABCC 01 1208 A 95 3

Spaces are placed only at the end of a name control. If the legal business name contains characters other than & (ampersand) or - (dash), remove them from the name control and collapse the letters.