

Michigan Document Identification Code Specifications for City of Detroit Taxes and Sales, Use and Withholding Vouchers

Document Identification codes (Doc IDs) are mandatory for all forms listed below. Form samples are posted on the State Exchange Site (SES).

VOUCHERS

- 5094 Sales, Use and Withholding Payment Voucher
- 5122 City Income Tax e-file Payment Voucher (CITY-V)
- 5123 City Estimated Individual Income Tax Voucher
- 5209 City Income Tax Return Application for Extension of Time to File
- 5299 City Corporate Income Tax E-file Annual Payment Voucher (CITY CORP-V)
- 5300 City of Detroit Corporate Income Tax Quarterly Voucher
- 5301 Application for Extension of Time to File City Corporate Income Tax Return
- 5322 City of Detroit Income Tax Withholding E-file Payment Voucher (CITY WH-V)
- 5323 City of Detroit Income Tax Withholding Monthly Return

Note: These instructions include an example for completing the Doc ID for a voucher with a three-digit voucher number (City of Detroit) as well as an example for a voucher with a two-digit voucher number (Form 5094).

DEVELOPER IDENTIFICATION

Print assigned software developer code in the bottom-left corner of each form. If you are a new developer, State of Michigan, Treasury, Forms, Documentation and E-file Services (FDES) will request your NACTP number or assign a developer code to you upon completion of the "Michigan Letter of Intent to Participate in E-file and Substitute Forms Programs" (Form 4430).

CONTINUING IN 2023:

DEVELOPER TESTING

Submit **via email** a single, six-page PDF per voucher consisting of **one full-field and five variable-filled vouchers** with varying names, dates, account numbers (i.e., FEIN/SSN), etc. If submitting multiple vouchers, add them to the same PDF in numerical order by form number (see Form 4430 for the order).

Direct all sample voucher submissions to MIFormsEfile@michigan.gov

NOTE: Treasury reserves the right to request paper submissions.

VOUCHER SIZE

8-1/2" wide x 3-1/2" high

Software programs must print vouchers one to a page with a top line generated to define the cutting edge for the preparer. Position form at the bottom of the page to ensure a dependable feeding edge and positive margin for optical scanning.

PAPER STOCK

20 lb to 24 lb

Provide instruction with software that specifies the required paperweight. Lighter weight papers will jam processing equipment.

LOCATION

The Doc ID must be located in the bottom-left corner of all pages, 0.5" from bottom and 0.5" from left edge of paper. Exact placement is required. A minimum **0.25"** margin of white space is required around each Doc ID number in all directions. **Do not print any other text or lines in this area.**

FONT AND INK COLOR

The preferred font is Courier. Font size must be 12-point, regular weight. Courier 12 bold is acceptable. Ink color must be black.

QUESTIONS

FDES email: MIFormsEfile@michigan.gov

**Document Identification Code Specifications
for City Tax Vouchers**
(Forms 5122, 5123, 5209, 5299, 5300, 5301, 5322 and 5323)

	Target Mark	Software Developer Code				Space	Tax Year				Space	Form Number			Space	Page Number		Space	State Code		Space	Check Digit
		o	e	o	e		o	e	o	e		o	e	o		e	o		e	o		
CITY OF DETROIT		1	2	3	4		5	6	7	8		9	10	11		12	13		14	15		16
Voucher																						
5122	+	3	7	7	1		2	0	2	3		1	0	5		0	1		2	7		6

Doc ID Example

+3771 2023 105 01 27 6

- Target Mark:** The Doc ID (Positions 1-16) is preceded by a target mark, which is a “+” (plus sign) at **16 pt.** bold.
- Positions 1-4:** **Software Developer Code.** FDES assigns a numeric code to each developer to be used from year to year. If the numeric code is less than 4 digits, add a zero (zeroes) to the front of the numeric code to equal 4 digits.
Blank space
- Positions 5-8:** **Tax Year.** 4-digit tax year to which the voucher applies.
Blank space
- Positions 9-11:** **Voucher Number.** 3-digit voucher number.
Blank space
- Positions 12-13:** **Page Number.** 2-digit page number. Add a zero to the front of single-digit numbers to equal 2 digits (e.g., page 1 = 01).
Blank space
- Positions 14-15:** **State Code.** Enter “27.”
Blank space
- Position 16:** **Check Digit.** Add the value of the digits in the odd positions and twice the value of the digits in the even positions (ignore spaces), subtract the second digit of the sum from 10 and the result will equal the check digit. If the result is **10**, use **0** as the check digit.

See Doc ID Calculation Spreadsheet on the SES.

**Document Identification Code Specifications
for Voucher 5094**

Form	P1	Software Developer Code				P6	Tax Year				P11	Form Number		P14	Page Number		P17	State Code		P20	Check Digit
		o	e	O	e		o	e	o	e		o	e		o	e		o	e		P21
5094	+	3	7	7	1		2	0	2	4		9	0		0	1		2	7		5

Doc ID Code Example

+3771 2024 90 01 27 5

- Position 1:** **Target Mark.** The Doc ID (Positions 1-21) is preceded by a target mark, which is a “+” (plus sign) at **16 pt.** bold.
- Positions 2-5:** **Software Developer Code.** FDES assigns a numeric code to each developer to be used from year to year. If the numeric code is less than 4 digits, add a zero (zeroes) to the front of the code to equal 4 digits.
- Position 6:** *Blank space*
- Positions 7-10:** **Tax Year.** 4-digit tax year to which the form applies.
- Position 11:** *Blank space*
- Positions 12-13:** **Form Number.** 2-digit form number.
- Position 14:** *Blank space*
- Positions 15-16:** **Page Number.** 2-digit page number. Add a zero to the front of single-digit numbers to create 2 digits (e.g., page 1 = 01).
- Position 17:** *Blank space*
- Positions 18-19:** **State Code.** Enter “27.”
- Position 20:** *Blank space*
- Position 21:** **Check Digit.** Add the value of the digits in the odd positions and twice the value of the digits in the even positions (ignore spaces), subtract the second digit of the sum from 10 and the result will equal the check digit. If the result is **10**, use **0** as the check digit.

See Doc ID Calculation Spreadsheet on the SES.