

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

Document Identification Codes 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 Application for Extension of Time to File City Tax Returns
- 5299 City Corporate Income Tax E-file Annual Payment Voucher
- 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
- 5323 City of Detroit Income Tax Withholding Monthly/Quarterly Return

**Note:** These instructions include an example for completing the Document Identification Code 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 on the bottom left corner of each form. If you are a new developer, FDES will assign a developer code upon completion of “Michigan Letter of Intent to Participate in E-file and Substitute Forms Programs” (Form 4430).

### TESTING

Submit **six** samples consisting of **one full filled, and five variable filled vouchers, cut to size**, with varying names, dates, account numbers (i.e., FEIN/SSN), etc.

When submitting sample vouchers, utilize one of the following addresses:

- A. Submissions by **overnight courier** (ex: FedEx, UPS, etc.) should be sent to:

Michigan Department of Treasury  
Forms, Documentation and E-file Services  
7285 Parsons Drive  
Dimondale, MI 48821

- B. Submissions by **U.S. Mail** should be sent to:

Michigan Department of Treasury  
Forms, Documentation and E-file Services  
PO Box 30791  
Lansing, MI 48909

## **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 Code 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 e-mail: [MIFormsefile@michigan.gov](mailto:MIFormsefile@michigan.gov)

Contact Number: 517-636-6824

**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			
<b>CITY OF DETROIT</b>		1	2	3	4		5	6	7	9		9	0	1		1	1		14	5		16
<b>Voucher</b>																						
5122		3	3	9	0		2	0	1	9		1	0	5		0	1		2	7		3

**DOC ID Example**

+3290 2019 105 01 27 3

- Target Mark.** The Doc ID Code (Positions 1-21) is preceded by a target mark, which is a "+" (plus sign) at **16 pt.** bold.
- Position 1-4:** **Software Developer Code.** Treasury, FDES assigns a code number to each developer to be used from year-to-year. If the code number is less than four-digits, add the appropriate number of zeros to the front of the code number to create a four-digit code.  
*Blank space*
- Position 5-9:** **Tax Year.** Four-digit tax year to which the voucher applies.  
*Blank space*
- Position 9-11:** **Voucher Number.** Three-digit voucher number.  
*Blank space*
- Position 12-13:** **Page Number.** Two-digit page number. Add zeros to the front of single-digit numbers to create two characters (e.g., page 1 = 01).  
*Blank space*
- Position 14-15:** **State Code.** Enter "27."  
*Blank space*
- Position 16:** **Check Digit.** Add the value of the odd digits and twice the value of the even digits (ignore spaces), subtract the second digit of the sum from 10 and the result will equal the Check Digit. If the check digit is **10**, use **0** as the check digit.

**See Doc ID Calculation Spreadsheet at the SES.**

**Document Identification Code Specifications  
for Voucher 5094**

Form Name	Software Developer Code					Tax Year					Form Number		Page Number		State Code		Check Digit				
	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	P13	P14	P15	P16	P17	P18	P19	P20	P21
5094	+	4	1	2	0		2	0	2	0		9	0		0	1		2	7		1

**DOC ID Code Example**

+4120 2020 90 01 27 **1**

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

**See Doc ID Calculation Spreadsheet on the SES.**