

# Virginia Department of Taxation

## Substitute Forms Specifications

### PN1 – Peanut Excise Tax Return

#### Special Notes

- Document ID – 281
- Barcode – No
- Rounding – No; the length of 15 for numeric fields includes the 2 places for the cents.
- Due Date – July 10 and February 15
- Neither the OCR Line nor the Account Number field may contain dashes or hyphens (-).
- Review the instructions provided via the [main Forms page](#) when computations are required and/or when amount/numbers must be transferred to/from another form.

Use the Check Digit Calculator to determine the correct digit used in the applicable section of the OCR Line.

#### OCR Table

Example – 40XXXXXXXXX1001D 281VVVV 1YYMMD

| Section                          | Length | Position       | Format / Data | Description / Details  |
|----------------------------------|--------|----------------|---------------|--|
| Tax Code                         | 2      | Col. 6, Row 52 | Numeric       | 40   |
| FEIN                             | 9      |                | Numeric       | XXXXXXXXX = 9 digits or V with 8 digits                                    |
| External ID Type                 | 1      |                | Numeric       | 1 = indicates the 9 digits before it as the FEIN                           |
| Account Suffix                   | 3      |                | Numeric       | 001  |
| Check Digit (for Account Number) | 1      |                | Numeric       | D = Check Digit Calculator result  |
| Blank Space                      | 1      |                | N/A           |  |
| Doc ID                           | 3      |                | Numeric       | 281  |
| Vendor ID                        | 4      |                | Numeric       | VVVV = 4 digits of the NACTP Vendor ID code                                |
| Blank Space                      | 1      |                | N/A           |  |
| Filing Period                    | 5      |                | Date (1YYMM)  | Ending date of the Filing Period<br>1 = Century, YY = Tax Year, MM = Month |
| Check Digit (for Filing Period)  | 1      |                | Numeric       | D = Check Digit Calculator   |

#### Form Table

| Field                     | Length | Justified / Position     | Format       | Negative Allowed? | Description / Details   |
|---------------------------|--------|--------------------------|--------------|-------------------|---|
| Period                    | 10     | Left                     | Date         | N/A               | MM/DD/YYYY  |
| Due Date                  | 10     | Left                     | Date         | N/A               | MM/DD/YYYY  |
| Out of Business Checkbox  | 1      | Left                     | Checkbox     | N/A               | Display 'X' if applicable   |
| Out of Business Date      | 10     | Left                     | Date         | N/A               | MM/DD/YYYY  |
| OCR Line                  | 31     | Col. 6, Row 52           | Numeric      | N/A               | See OCR Table for details   |
| Account Number            | 15     | Left                     | Alphanumeric | N/A               | 40XXXXXXXXXF001<br>40 = Tax Code, XXXXXXXX = FEIN,<br>F001 = ID Type & Account Suffix |
| FEIN                      | 9      | Left                     | Alphanumeric | N/A               | 9 digits or V with 8 digits   |
| Name                      | 40     | Left                     | Alphanumeric | N/A               | Name of customer  |
| Address (Number & Street) | 40     | Left                     | Alphanumeric | N/A               | Street address of customer  |
| City, State & ZIP Code    | 52     | Left                     | Alphanumeric | N/A               | City, State Abbreviation & ZIP Code of customer                                       |
| Line 1                    | 15     | Right                    | Numeric      | No                | Whole Number  |
| Line 2                    | 15     | Right                    | Numeric      | No                | Amount – Software Generated Computation   |
| Line 3                    | 15     | Right                    | Numeric      | Yes               | Amount  |
| Line 4                    | 15     | Right                    | Numeric      | Yes               | Amount  |
| Line 5                    | 15     | Right<br>Col. 60, Row 60 | Numeric      | Yes               | Amount – Software Generated Computation   |