

Virginia Department of Taxation

Substitute Forms Specifications

Form 801 – Surplus Lines Brokers Tax Return – Quarterly

Special Notes

- Document ID – 801
- Barcode – N/A
- Rounding – Yes; the length of 15 for numeric fields includes the 2 places for the “.00” rounded cents.
- Due Dates – By the 30th day following end of quarterly period.
- 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 – 39XXXXXXXXX1001D 801VVVV 1YYMMD

Section	Length	Position	Format / Data	Description / Details
Tax Code	2	Col. 6, Row 52	Numeric	39 = Insurance Premiums License Tax
FEIN	9		Numeric	XXXXXXXX = 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	01
Check Digit (for Account Number)	1		Numeric	D = Check Digit Calculator result
Blank Space	1		N/A	
Doc ID	3		Numeric	801
Vendor ID	4		Numeric	VVVV = 4 digits of the NACTP Vendor ID code
Blank Space	1		N/A	
Ending Date of Filing Period (Due Date)	5		Date (1YYMM)	1 = Century, YY = Tax Year, MM = Month 04/30/18 = 11804 07/30/18 = 11807 10/30/18 = 11810 01/30/19 = 11901
Check Digit (for Filing Period)	1	Numeric	D = Check Digit Calculator	

Form Table

Field	Length	Justified / Position	Format	Negative Allowed?	Description / Details
For Period Ending	4	Left	Date	N/A	YYYY
Due 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	39XXXXXXXXXF001 39 = Tax Code, XXXXXXXXXX = FEIN, F001 = ID Type & Account Suffix
FEIN	9	Left	Alphanumeric	N/A	9 digits or V with 8 digits
Broker License Number	6	Left	Numeric	N/A	6 digits or 10 digits
Name of Surplus Lines Broker	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	Amount
Line 2	15	Right	Numeric	No	Amount
Line 3	15	Right	Numeric	No	Amount – Software Generated Computation
Line 4	15	Right	Numeric	No	Amount
Line 5	15	Right	Numeric	No	Amount – Software Generated Computation
Line 6	15	Right	Numeric	No	Amount – Software Generated Computation
Line 7	15	Right	Numeric	No	Amount
Line 8	15	Right Col. 60, Row 60	Numeric	No	Amount – Software Generated Computation