

NEW JERSEY DIVISION OF REVENUE
Plain Paper Specifications for the NJ W-3 Simplex Version
10/01/2004

The following pages include information on the construction of the Scan Line, samples of substitute forms, Check Digit Verification (CDV) and other miscellaneous information.

Prior to approval, five (5) samples are required prior to approval. They may be sent to:

State of New Jersey
Division of Revenue
Technology Services 3rd Floor
PO Box 628
160 South Broad Street
Trenton, NJ 08646
Attn: Christine Wetzel
T: 609-633-1135
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E: Christine.Wetzel@treas.state.nj.us

This form *must be* printed on the bottom of an 8 ½” by 11” sheet of paper that will include a dotted line for cutting the form to a size of 8 ½” by 3 2/3”. The purpose is to have uncut, straight edges on the bottom and sides of the form to speed processing.

The following fields are required to be printed on all vouchers in the specified locations:

- Filing year – Print Line 44, Begin Print Position 13, four characters
- Due Date Year (filing year plus 1) – Print Line 47, Begin Print Position 75, four characters.
- FEIN – Print Line 48, Begin Print Position 7, this field is 15 digits (includes “-“ and “/”, should be formatted as 999-999-999/000
- Taxpayer’s Name Control – Print Line 48, Begin Print Position 20, Name Control is the first four letters of the company’s name. No spaces, no apostrophes or periods. The only allowable characters are dash ‘-‘ and ampersand ‘& ‘.
- W2 FILING METHOD – Print Line 48, Print Position 51.
- Taxpayer Name – Print Line 49, Begin Print Position 7.
- MAGNETIC TAPE – Print Line 49, Print Position 31.
- DISKETTE – Print Line 49, Print Position 49.
- PAPER (Attach to Form NJ-W-3) – Print Line 49, Print Position 63.
- Street Address – Print Line 50, Begin Print Position 7.
- Magnetic Tape Indicator – Print Line 50, Print Position 35.
- Diskette Indicator – Print Line 50, Print Position 51.
- Paper (Attach to Form NJ-W-3) Indicator – Print Line 50, Print Position 71.

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- City, State and Zip Code – Print Line 51, Begin Print Position 7.
- Line 1 – Print Line 53, Begin Print Position 72, **right justify 80.**
- Line 2 – Print Line 55, Begin Print Position 72, **right justify 80.**
- Line 3 – Print Line 57, Begin Print Position 72, **right justify 80.**
- Vendor Code (assigned by the NACTP)- Print Line 61, Begin Print Position 7, four characters.

Scan Line – Print Line 63, Begin Print Position 23, **right justify 50.**
 The scan line is **required** to be printed using an **OCR-A** font.
 The scan line contains 28 characters broken down as follows.

<u>Position</u>	<u>Length</u>	<u>Description</u>
1-5	5	“01151”
6-14	9	FEIN should be 9 digits (no hyphens)
15-17	3	Suffix (if none then ‘000’ (three zeros))
18-18	1	Check Digit (See 1, 3, 7 MOD 10 algorithm attached)
19-22	4	Name Control (First four letters of company’s name) No spaces, no apostrophes or periods. The only allowable characters are dash ‘-’ and ampersand ‘&’.
23-24	2	Year – (e.g. 2004 is 04)
25-26	2	‘13’
27-28	2	‘10’

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Check digit algorithm (1, 3, 7 MOD 10)

The following conversion values will be assigned to the alphabetic characters:

A 1	E 5	J 1	N 5	S 2	W 6
B 2	F 6	K 2	O 6	T 3	X 7
C 3	G 7	L 3	P 7	U 4	Y 8
D 4	H 8	M 4	Q 8	V 5	Z 9
	I 9		R 9		'-' and '&' = 0

Each digit in the scan line (except for the check digit field) is assigned a value. The weights 1, 3, 7 are assigned to each byte of the scan line from left to right.

A product derived for each byte by multiplying the value of the scan line digit to the applied weight. Next all products (sum of the values) are added to get a total product. The total product is divided by modulus 10. The remainder is subtracted from 10 to obtain the Check Digit.

Below is the example of a scan line taken from a NJ-W-3 document with calculations to demonstrate the check digit algorithm.

0 1 1 5 1 9 9 9 9 9 9 9 9 9 9 0 0 0	CD F I R S 0 4 1 3 1 0
0 1 1 5 1 9 9 9 9 9 9 9 9 9 9 0 0 0	6 9 9 2 0 4 1 3 1 0
1 3 7 1 3 7 1 3 7 1 3 7 1 3 7 1 3	7 1 3 7 1 3 7 1 3 7
0 3 7 5 3 6 3 9 2 7 6 3 9 2 7 6 3 9 2 7 0 0 0	4 2 9 2 7 1 4 0 1 2 7 3 3 0

The first line is the original scan line with CD,
 The second line shows letters converted to numeric value,
 The third line shows applied weights and
 The fourth line is the products.

Sum of Products
 = 0+3+7+5+3+63+9+27+63+9+27+63+9+27+0+0+0+42+9+27+14+0+12+7+3+3+0
 Total product 432
 Divide by 10 43.2
 Subtracting the remainder from 10 gives the Check Digit: 10 - 2 = 8
 Check Digit = 8
 If the remainder is zero the check digit is zero.

The area on the vouchers where the taxpayer and the preparer signatures go should remain on the Print Lines 53 thru 59, the Print Positions of 7 thru 55, as to not interfere with the value fields to the right or the scan line below.

Please refer to the sample that has been included in these instructions.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85					
43																																																																																									
44	NJ-W-3		2004		STATE OF NEW JERSEY - DIVISION OF TAXATION																																			FILE NO LATER																																																	
45	FOR DIVISION USE ONLY				GROSS INCOME TAX										RECONCILIATION OF TAX WITHHELD																				THAN																																																						
46					From Salaries & Wages, Pension & Annuity Income & Gambling Winnings										February		28																																																																								
47															YEAR		2005																																																																								
48	999-999-999/000				FIRS										W2 FILING METHOD																																																																										
49	First Time Corporation				Magnetic Tape										Diskette					Paper (Attach to Form NJ-W-3)																																																																					
50	25 Main Street				X										X					X																																																																					
51	Trenton, NJ 08625																																																																																								
52																																																																																									
53	I HEREBY CERTIFY THAT THIS RETURN, TO THE BEST OF MY KNOWLEDGE & BELIEF IS A TRUE & CORRECT RETURN																																																							1 Total Employees					4																												
54																																																																																									
55																																																								2 Total Gross Wages					4299143																												
56	TAXPAYER SIGNATURE																																												DATE																																												
57																																																								3 Total Withheld					82566																												
58																																																																																									
59	PREPARER SIGNATURE														DATE					PREPARER IDENTIFICATION NUMBER																																																																					
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NOTE: This sample of the NJ-W3 is not the correct dimensions.																																																																																									
However, the number of print lines and print positions is accurate.																																																																																									
(24 print lines and 85 print positions)																																																																																									