

Virginia Department of Taxation

Substitute Forms Specifications

502V – PTE Tax Payment Voucher

*Attention: All 502V payments and vouchers / returns must be made electronically.
Paper vouchers are only allowed for customers with an approved waiver.*

Special Notes

- Document ID – 532
- Barcode – No
- Rounding – Yes; the length of 15 for numeric fields includes the 2 places for the “.00” rounded cents.
- Due Date – 15th of the 4th month following end of taxable year
- 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 – 38XXXXXXXXXX1001D 532VVVV 1YYMMD

| Section | Length | Position | Format / Data | Description / Details |
|----------------------------------|--------|----------------|---------------|--|
| Tax Code | 2 | Col. 6, Row 52 | Numeric | 38 |
| FEIN | 9 | | Numeric | XXXXXXXXXX = 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 | 532 |
| 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 1 = Century, YY = Tax Year, MM = Month |
| Check Digit (for Filing Period) | 1 | | Numeric | D = Check Digit Calculator result |

Form Table

| Field | Length | Justified / Position | Format | Negative Allowed? | Description / Details |
|-----------------------------------|--------|--------------------------|--------------|-------------------|---|
| OCR Line | 31 | Col. 6, Row 52 | Numeric | N/A | See OCR Table for details |
| Federal Employer's ID Number | 9 | Left | Alphanumeric | N/A | 9 digits or V with 8 digits |
| Entity Type | 2 | Left | Alpha | N/A | 2-character code |
| Name of Pass-Through-Entity | 40 | Left | Alphanumeric | N/A | Name of customer |
| Address (Number & Street) | 40 | Left | Alphanumeric | N/A | Street address of customer |
| Address (con't) | 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 |
| Month Ending (Calendar Year) | 2 | Left | Date | N/A | 12 = Month |
| Year Ending (Calendar Year) | 4 | Left | Date | N/A | YYYY = Year |
| Month Ending (Fiscal Year) | 2 | Left | Date | N/A | MM = Month |
| Year Ending (Fiscal Year) | 4 | Left | Date | N/A | YYYY = Year |
| Month Ending (Short Taxable Year) | 2 | Left | Date | N/A | MM = Month |
| Year Ending (Short Taxable Year) | 4 | Left | Date | N/A | YYYY = Year |
| Amount of this Payment | 15 | Right Col. 60, Row 60 | Numeric | No | Amount |

5 1 2 3 4 5 6 7 8
 0 0 0 0 0 0 0 0
 5 10 5 20 5 30 5 40

5 5

FORM 502V
 (DOC ID 532)

VIRGINIA PASS-THROUGH ENTITY TAX PAYMENT VOUCHER
 VIRGINIA DEPARTMENT OF TAXATION
 P.O. BOX 1500, RICHMOND, VA 23218-1500
 FOR INFORMATION CALL (804) 367-8037

Attention: Payment must be made electronically. Use this voucher only if you have an approved waiver.

50 You must file this voucher with your Form 502

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To receive credit for your payment in the correct taxable year, please enter the ending month (numerical) and year.

5
 60
 Via Dept. of Taxation 2601206 Rev. 07/16

| | |
|-----------------------------|------------------|
| FEIN | Entity Type |
| Name of Pass-Through Entity | |
| Address (Number and Street) | |
| Address Continued | |
| City, State and ZIP Code | |
| Date | Telephone Number |

| Calendar year: | Month Ending | Year Ending | OR; |
|---------------------|--------------|-------------|-----|
| Fiscal year: | 12 | | OR; |
| Short taxable year: | | | |

Attach this voucher to Form 502, with a check or money order made payable to Virginia Department of Taxation.

Amount of this payment

\$ 6,570.00

5 5 0 5 0 5 0 8