

South Carolina Department of Revenue

Vendor Data Specifications for SC4868

Revised 8/25/22

Data Fields

- **Font:** Print data fields in OCR-A Extended 12 pt font.
 - The SCDOR also accepts OCR-A Type 1 10 pt font, but the font **must** be embedded in the document.
 - If necessary, Courier New 12 pt font is an accepted substitute.
- **Grid:** The grid is set up at 6 horizontal lines per inch for 66 rows total and 10 vertical lines per inch for 85 columns total.
- **Name and Address:** Print in all uppercase letters with no punctuation except for a dash to separate ZIP plus 4, if applicable.
- **Numeric:** Print money amounts with a decimal and cents.
 - If zeros are pre-printed in the cents field, round amounts to whole numbers.

SC4868 Data Fields

Field Name	Horizontal Line	Vertical Column	Format (adhere to legend and include dashes, commas, decimals)
NACTP number	04 & 47	10	Replace "1350" with your NACTP # for 4 digits
NACTP number for purchased forms vendor	05 & 48	10	9999 (not shown on grid)
Year (in title bar)	48	24	9999
Your SSN or FEIN	54	10	999-99-9999
Spouse's SSN	54	28	999-99-9999
Composite Filer	54	48	Mark with "X" if applicable
Payment amount	58	65	ZZZ,ZZZ,ZZZ.00
Name	57	10	24 characters max
Spouse's name	58	10	24 characters max
Address	59	10	35 characters max
City (14), State (2), ZIP (10)	60	10	See grid, leave 2 spaces between city/state and 2 spaces between state/ZIP (99999-9999)

Legend: 9= Numeric, Z= Zero Suppressed Numeric, X= Alphanumeric

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- Example Scanline:** The form ID and scanline data in this example may not reflect current year information, but is present to show placement and format.

If the field does not contain data on the return, zero fill the field in the scanline unless noted otherwise.

Field	Position	Description
A	10 - 17	Form ID (not used in check digit calculation)
X	18 - 19	Blank Space
B	20 - 28	Your SSN/FEIN
X	29 - 30	Blank Space
C	31 - 39	Spouse's SSN
X	40 - 41	Blank Space
D	42 - 45	Period Covered (MMYY) MM = 12, YY = Tax Year
X	46 - 47	Blank Space
E	48 - 58	Payment amount (include leading zeros and pennies)
X	59 - 60	Blank Space
F	61	Composite Filer Indicator 0 = Non-Composite Filer, 1 = Composite Filer
X	62 - 69	Blank Space
G	70 - 70	Check Digit calculation for fields B, C, D, E, and F using Modulus 10 (2121...) starting from the left digit. Do NOT use spaces or form ID (A) in the calculation, only digits.