



# DC-1167

## Substitute Forms Guidelines for Software Developers Revised **November 2012**

### For Forms:



Denotes "New Items" throughout this booklet.

- D-20 Corporation Franchise Tax Return
- D-20ES Declaration of Estimated Franchise Tax for Corporations
- D-30 Unincorporated Business Franchise Tax Return
- D-30ES Unincorporated Business Declaration of Estimated Franchise Tax
- D-2030P Payment Voucher for Franchise Tax
- D-40 Individual Income Tax Return
  - Schedule S Supplemental Information
  - Schedule H Homeowner and Rental Property Tax Credit
  - Schedule N DC Non-Custodial Parent EITC Claim
  - Schedule U Additional Miscellaneous Credits and Contributions
  - Schedule I Additions to and Subtractions from Federal Adjusted Gross Income
- D-40B Non-Resident Request for Refund
- D-40ES Estimated Payment for Individual Income Tax
- D-40EZ Income Tax Return for Single and Joint Filers with No Dependents
- D-40P Payment Voucher for Individual Income Tax
- D-41 Fiduciary Income Tax Return
- D-41ES Estimated Payment for Fiduciary Income Tax
- D-41P Payment Voucher for Fiduciary Income Tax
- D-65 Partnership Return of Income
- D-2440 Disability Income Exclusion
- D-2441 Child and Dependent Care Credit for Part Year Residents
- FP-31 Personal Property Tax Return
- FP-31P Payment Voucher for Personal Property Tax
- FP-129A Extension of Time to File DC Personal Property Tax Return or Report
- FR-127 Extension of Time to File Income Tax (Voucher)
- FR-127F Extension of Time to File Fiduciary Income Tax Return (Voucher)
- FR-128 Extension of Time to File DC Franchise or Partnership Return (Voucher)
- FR-329 Consumer Use Tax on Purchases and Rentals
- FR-800A Sales and Use Tax Annual Return
- FR-800M Sales and Use Tax Monthly Return
- FR-800Q Sales and Use Tax Quarterly Return
- [FR-800SE Sales and Use Tax Special Event Return](#)
- [FR-800V Street Vendors and Mobile Food Services Minimum Sales/Quarterly](#)
- FR-900A Employer Withholding Tax Annual Return (Voucher)
- FR-900B Employer Withholding Tax Annual Reconciliation and Report
- FR-900M Employer Withholding Tax Monthly Return (Voucher)
- FR-900Q Employer Withholding Tax Quarterly Return (Voucher)



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## Where to Get Forms

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### **Official forms**

To get forms by mail, call our Office of Tax and Revenue, Customer Service Division @ 202-442-6546.

PDF of the Official Forms are available on-line at [taxpayerservicecenter.com](http://taxpayerservicecenter.com), [tax forms/publications](http://taxforms/publications)

### **Substitute form grids**

Grids are available in PDF format on our website at <http://otr.cfo.dc.gov/otr/cwp/view,a,1330,q,638130.asp>



Send questions or inquiries

- regarding legislation or tax administration to [TAXHELP@dc.gov](mailto:TAXHELP@dc.gov)
- regarding forms design to [paulette.gooden@dc.gov](mailto:paulette.gooden@dc.gov)

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# Introduction

The Office of Tax and Revenue (OTR) for the District of Columbia (DC) has transitioned to a scan and image processing system. Accurate substitute forms are essential to our success. A substitute tax form is a computer-generated tax form that is produced by a software company or payroll service to use in place of an official form produced by the OTR. We accept quality substitute tax forms that comply with the requirements outlined in these guidelines.

All developers of computer software, computer tax processors, computer programmers, commercial printers, business forms companies and others who plan to market and/or distribute substitute income or business tax forms in any manner must adhere to the substitute forms guidelines. The guidelines provide the general requirements for developing, printing, and getting approval for substitute tax forms. Our Substitute Tax Forms Program administers the formal acceptance and processing of these forms. Our primary function is to process paper documents, however, we also work with other processing and filing media such as Image Character Recognition (ICR) and Electronic Filing.

## Obsolete Forms

D-40X, Amended Individual Income Tax Return (refer to D-40 or D-40EZ, if an amended return needs to be filed)

FR119, Claim for Refund of Income or Franchise Tax

## What was new year (TY2011)

### Sales and Use tax forms

- Last year we transitioned the sales and use tax forms/ booklets from a calendar year printing cycle to an October through September printing cycle.
- Monthly and quarterly sales and use filers filed their 2012 returns from October 2011 - September 2012. Filing and payments were still due by the 20th of the month after the month or quarter being reported.
- The annual filing for calendar year 2011 was for the period January 1, 2011 through September 30, 2011. The filing and payment was due October 20, 2011, instead of January 20, 2012. Thereafter, the filing period will be October 1 through September 30, with a due date of October 20.
- New lines on sales and use returns:
  - FR-800A .....lines 9 and 12
  - FR-800M..... lines 4, 6, 9 and 12
  - FR-800Q.....lines 4, 6, 9 and 12
  - FR-800SE.....lines 4, 6, 9 and 12
- Close of Business Final Report, FR-800SF is now included in the instructions.
- The 6% rate included Armored Car Services, Investigative Services and Security Services.
- The 10% rate applied to sales of alcoholic beverages sold for consumption off premises effective July 1, 2011.

- The 14.5% rate applied to a hotel tax for on-line vendors.
- The parking rate increased to 18% from 12%
- **The cut off date for approval submissions of the Sales and Use tax forms was October 1, 2011**

### Withholding tax forms

- The calculation for withholding changed as of 1/1/2012. We referred taxpayers to the FR-230, 2012 DC Income Tax Withholding Instructions and Tables for the new rates.
- The District required withholding at the highest DC income tax rate on distributions from retirement accounts or retirement plans. This was applicable after 12/31/2011. We referred taxpayers to the FR900 series (FR900A, FR900M, FR900Q) instructions.

### Estimated Taxes for Business and Individual Income

- Prior year's tax safe harbor rose to 110% for 2012.
- The tax rate tables changed. If the taxable income was more than \$350,000, the DC tax increased to \$28,550 plus 8.95% of the taxable income over \$350,000.

### Franchise tax forms

- For tax years beginning after 12/31/2010, combined reporting will be required.
- Effective tax years beginning after 12/31/2010, the apportionment factor will be using a 4-factor apportionment formula by counting the sales factor twice.
- For filers with District gross receipts of less than \$1M, the minimum tax is \$250. For both corporate and unincorporated filers with District gross receipts of greater than \$1M, the minimum tax is \$1,000. This was effective as of 12/31/2011.



## What's new this year (TY2012)

### Individual Income tax forms

#### Taxable Income

DC Official Code Section 47-1806.03(a) is amended to read: (8(A) in the case of a taxable year beginning after December 31, 2010, there is imposed on the taxable income of every resident a tax determined in accordance with the following table:

If the taxable income is:

- Not over \$10,000, the tax is 4% of the taxable income;
- Over \$10,000 but not over \$40,000, the tax is \$400 plus 6% of the excess over \$40,000
- Over \$40,000 but not over \$350,000, the tax \$2,200 plus 8.5% of the excess over \$349,999
- Over \$350,000, the tax is \$28,550 plus 8.95% of the excess above \$350,000

## What's new this year (TY2012) (Con't)

### Individual Income tax forms (Con't)

#### Itemized deduction limitation

Effective January 1, 2011, DC Official Code Section 47-1803.03 provides that certain DC itemized deductions of DC taxpayers with more than \$200,000 of DC AGI (\$100,000 for a separate return filed by a married individual) will be limited. Reduce the DC itemized deduction amount by 5% of DC AGI in excess of \$200,000 (\$100,000 for a separate return filed by a married individual). The itemized deductions that are not subject to the 5% limitation are medical and dental expenses, expenses incurred in the production of investment interest and casualty or theft loss deduction. (Reference Calculation F in the D-40/D-40EZ booklet)

Prior year's tax safe harbor raised to 110% for 2012. There is a change to one of the estimated tax penalty safe harbor requirements. The estimated tax payments required to be made to avoid any penalties has increased from 100% to 110% of the prior year's taxes, applicable to tax years after 12/31/11.

#### New EITC Limits

EITC adjusted gross income for 2012 must each be less than:

- \$45,060 (\$50,270 married filing jointly) with three or more qualifying children
- \$41,952 (\$47,162 married filing jointly) with two qualifying children
- \$36,920 (\$42,130 married filing jointly) with one qualifying child
- \$13,980 (\$19,190 married filing jointly) with no qualifying children

TY2012 IRS maximum EITC credit:

- \$5,891 with three or more qualifying children
- \$5,236 with two qualifying children
- \$3,169 with one qualifying child
- \$475 with no qualifying children

TY2012 DC maximum EITC credit (40% of the IRS maximum)

- \$2,356.40 with three or more qualifying children
- \$2,094.40 with two qualifying children
- \$1,267.60 for one qualifying child
- \$190.00 with no qualifying children

#### New Low Income Credit table

View the 2012 D-40 Individual Income tax booklet for the Low Income Credit table (LIC).

### Business tax forms

#### Sales and Use tax forms

##### FR-800V

The Sales and Use tax form FR-800V "Street Vendor and Mobile Food Services Minimum Sales Tax Quarterly" is new this year.

- The Vendor Sales Tax Collection and Remittance Act of 2012 requires a minimum sales tax that a street vendor (a person licensed to vend from a sidewalk, roadway, or other public space) must file and pay instead of the previous "payment lieu of collecting and remitting sales tax". Street vendors and mobile food services are required to collect sales tax and file and pay a street vendor minimum sales tax (MST) quarterly return and remit the greater of the taxes collected (6% or 10%) or the minimum sales tax of \$375 on a quarterly basis. This is effective October 1, 2012, with the first remittance due January 20, 2013;
- A Business Beneficial License Holder (BBLH) (which is a corporation, limited liability company, partnership, or other business entity that is the beneficial owner of the vending license held by an Employee License Holder) shall file the return(s) and remit payment(s) electronically and remit the greater of the taxes collected (6% or 10%) or the minimum sales tax of \$375 per license on a quarterly basis effective October 1, 2012, with first remittance due January 20, 2013.
- A street vendor or BBLH shall file the Form FR-800V, Street Vendors and Mobile food Services Minimum Sales Tax Quarterly Return on a quarterly basis, even if no sales were made or no tax or fees are due, or be subject to additional penalties and interest and/or tax delinquency notices as prescribed by the Office of Tax and Revenue (OTR) effective October 1, 2012.
- The street vendor is subject to also filing a Form D-30, Unincorporated Franchise Tax Return, unless the gross receipts is less than \$12,000, or the BBLH a Form D-20, Franchise Tax Return, and can be subject to the Ballpark Fee if the DC gross receipts is greater than five (5) million dollars.

Effective October 1, 2011:

- The FR-800V booklet contains the quarterly filing for TY2013 for the period October 1, 2012 through September 30, 2013.
- The transition of the sales tax booklets from a calendar year printing cycle to an October through September printing cycle was effective October 1, 2011.

### Employer/Payor Withholding tax forms (FR-900 series)

A "Non wage" indicator has been added on these forms. This indicates whether or not a taxpayer has paid any lump sum distributions from a retirement plan or account.

#### New mailing addresses for several DC forms

View the list of mailing address for DC forms at <http://www.otr.cfo.dc.gov/otr/cwp/view,a,1330,q,593904.asp>

# Approval Process *for* Substitute Forms

Any company or individual that designs and/or markets substitute forms must get approval from the OTR to create substitute forms. Each year approval must be received before releasing and distributing substitute forms as part of a software product to customers or clients.

Patrons of software companies are not required to get additional approval from the OTR. However, they should verify with the software company that the forms have been approved. Refer to **Secondary Software Companies under Software Developer Responsibility**.

## Getting approval

### What to send:

#### A) A cover letter containing the following:

- The contact person for each substitute tax form and his or her phone number.
- The address, email address, or fax number where the OTR is to send its official response. (It is quickest to correspond by fax or email.)
- The company's Vendor Identification Number.
- A list of the items that deviate from the substitute form in position, arrangement, appearance, line numbers, additions, or deletions, etc. and the reason for the change.
- The approximate number of forms you expect to be filed using your software.

#### B) An Approval Checklist:

Use the recommended NACTP version.

#### C) Three copies of each scannable form

- **one with simulated taxpayer information**
- **one with full-filled data\***
- **one blank copy.**

\* Full-filled data submissions will be used for TEST purposes

**Do not send forms with real taxpayer data.**

### All Substitute forms with barcodes must be mailed to:

Paulette Gooden  
Program Analyst  
Office of Tax and Revenue  
1101 4th Street, S.W. 4th Floor  
Washington, D.C. 20024

**No other office is authorized to approve substitute forms**

### When to send forms:

As soon as our forms are marked **FINAL**, you may mail your submissions in for approval.

**Cut off date for 2012 submissions is February 28, 2013.**

### Exceptions:

**Personal Property tax forms.....July 1, 2013.**

**\*Sales and Use tax forms.....Dec 1, 2012.**

**\*(See page 3 for more details)**

## PDF's

**PDF's will be accepted for all non scannable forms (no barcodes) which includes any accompanying schedules from the Official forms packages.**

### How we respond:

An approval letter or checksheet will be returned to you, unless you request a formal letter. Notice of approval may contain qualifications for use of the substitutes.

Notice of non-approval letters may specify the changes required for approval and may also require resubmission of the form in question.

### How long the approval lasts:

Most signature tax returns have the tax year printed in the upper portion of the return. Approvals for these forms are usually good for one calendar year (January through December of the year of filing). If the pre-printed year is the only change made to a form, the form for the upcoming year does not need to be reviewed. Otherwise, each new filing season requires a new approval.

Tax forms for shorter periods of time require approval for any period in which the form has been revised.

Approvals stating that the approved change or form would not be allowed in any other tax year require resubmission of form.

Temporary approvals pending resolution of a failure to meet one or more OTR-prescribed requirements need to be reviewed in subsequent years.

Approval does not mean that forms or software are error-free.

Approval means that the vendor has demonstrated that the forms have met the required specifications.

## Unapproved forms

Tax forms that do not meet the DC required specifications will be returned to the software developer as

**UNAPPROVED. Unapproved forms received while we are in production, will cause delays in processing tax returns.** Developers **must** be available to correct any software errors which may occur before or after production begins and work closely with DC to follow up on any processing issues that may arise during filing season. If the developers must re-release corrected software, it should be done in a timely matter and proper notification should be made to all customers. DC software approval can be revoked if the software produces returns which are not in compliance with these specifications and the software company fails to correct the problem upon receiving notice from OTR. OTR reserves the right to request a copy of the final version of the DC approved software.

# Physical Aspects and Specifications of Substitute Forms

## A. Basic Form Requirements

The official form is the standard for all substitute forms. Because a substitute form is a variation of the official form, you should know the requirements of the official form for the year of use before you modify it.

### Design

Each form must match the grid exactly.

### Layout, formatting, and printing

The form must contain the exact number of tax data fields, and keying symbols as the official form. The location of all required fields must appear in the exact location as specified on the form grid.

When applicable, **red inked** markings will be used to identify all changes for the new year. This is for your purpose only to help you to quickly identify those changes that were made. When submitting your forms for approval, **please do not use red ink.**

### Paper

The paper used for printing scannable forms must be 8 1/2" x 11". Paper weight must be 15 to 20 LB bond as recommended by the NACTP standards.

The color and opacity of the paper should closely match that of the original form (usually white).

### Vouchers and Coupons

To make vouchers and coupons acceptable for computer development and processing, the following standards are recommended:

**Size:** Height, 3 1/2 inches  
Width, 8 1/2 inches

### Ink

Forms must be printed using black ink or toner, only. Do not use any other colors.

Characters must be good contrast and contain no voids in their strokes.

### Margins

Forms must have a clear margin of 1/2" at the top, bottom, and sides.

### Font

**ICR-readable fields for all forms must be printed using a 12 point font** and 6 lines per inch. The only exception to this rule pertains to the two (Top and Bottom) Title Text Fields on the forms

Top title text field should be Helvetica 12 pt font  
e.g., 2011 D-40 SUB

Bottom title text field should be Helvetica 7 pt font  
e.g., 2011 D-40 SUB P1

Other recommended printing fonts are Courier or Courier New. Numeric characters must not have ascending or descending characters. Each character in the data field must have the same baseline. Text other than ICR readable fields may be printed using other fonts.

### Do not

**...Use commas as separators between digits in ICR-readable fields.**

**...Underline or enclose fields that are ICR-readable.**

**...Use dollar signs in ICR-readable fields.**

**...Use brackets, hyphens (dashes), or virgule (diagonal marks) in ICR-readable fields.**

**...Allow any alpha characters in ICR-readable numeric fields.**

### Print

Forms must be printed portrait-style on one side only. **No duplexing.** All printing must be laser, ink-jet, or another comparable method, with original printed output.

### Printing/Scaling Requirements

See page 7 for screen shot examples and more detailed information.

### Legibility

All forms must have a high standard of legibility, both for printing and reproduction and for fill-in matter. The ink and printing method used must ensure that no part of a form (including text, graphics, data entries, etc.) be smeared or otherwise blemished. This includes any subsequent copies or reproductions made from an approved master substitute form, either during preparation or during OTR processing. We do not approve or disapprove the specific equipment or process used in reproducing official forms. Photocopies of forms must be entirely legible and satisfy the conditions stated in these guidelines.

# Physical Aspects and Specifications of Substitute Forms (Con't)

## Taxpayer information

Taxpayer name and address must be printed left justified in upper case. The business name, address, city, state, and zip code lines are each separate fields and must be printed in the exact locations specified on the substitute forms grids. Each address line should be programmed for 30 character spaces.

## Taxpayer Identification Number(s) (TIN)

Taxpayers must have a TIN, whether it is a Social Security Number (SSN) or Federal Employer Identification Number (FEIN). Taxpayers must wait to receive either number before filing a DC return. Returns will be rejected if the TIN is missing, incorrect or invalid.

## SSN and FEIN

Print SSN and or FEIN without hyphens (dashes) in the correct location, e.g., 00000000.

## Telephone numbers and Zipcodes

Print telephone numbers without hyphens (dashes) in the correct location, e.g., 0000000000.

Print zipcodes without hyphens (dashes) in the correct location, e.g., 00000000.

## Date fields

Date fields should have a format of MMDDYY unless otherwise specified. Dates should use leading zeros for months and days less than 10, e.g., August 7, 2011 would be 080711

## Data entry keying symbols

Data entry keying symbols, such as dollar signs, must be reproduced where indicated on official forms.

## Optical Mark Fields

A single upper case **X** must be used to indicate a response in an optical mark field. There must be no underlining or enclosing optical mark fields. One blank character space must immediately precede and follow an optical mark field. If a field is not applicable, it must be left blank.

## Amounts

For all **D-20, D-30, D-40, D-41, D-65, and FP-31** family of forms, amounts must be rounded to the nearest dollar. **Please print hard code zeros (.00) in all money amount fields for these forms to assure whole dollars only.**

Program decimal points so that they appear lighter or smaller than the numbers in the data fields.

e.g., \$5000.00 (12 pt Courier for \$5000 and 9 pt for the decimal point)

Amounts on all other forms, such as the **FR-800**, Sales and Use and **FR-900** Withholding Tax family of forms must be printed with decimal points with two digits of precision.

Program decimal points so that they appear lighter or smaller than the numbers in the data fields.

e.g., \$5000.99 (12 pt Courier for \$5000 and 9 pt for the decimal point)

Numeric data fields must be right justified.

Negative amounts or losses must be indicated with an optical mark field ( **X** ) as shown on the forms grids.

**Do not place brackets or minus signs in the amount fields nor in the "mark if" or "fill-in ovals".**

## Signature and paid-preparer area

The taxpayer signature and paid preparer information area must be formatted in the same manner as the OTR form. You may add three extra lines to the paid preparer's address area without prior approval. Underlining is permitted only in the area allotted for the taxpayer and tax preparer signatures.

## Paid Preparer Identification Number (PTIN)

IRS rules have changed. If you are a paid tax preparer, you are required to have an IRS PTIN issued by the IRS. If you use a paid preparer, they are required to have an IRS PTIN issued by the IRS. A PTIN is a number issued and authorized by the IRS to file a return on the taxpayer's behalf.

The jurat or perjury statement must be present and worded exactly as on the official form.

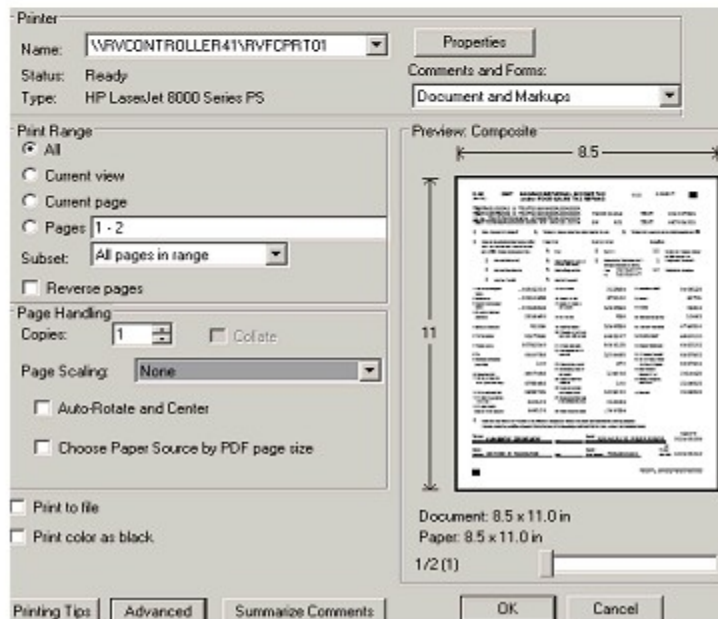
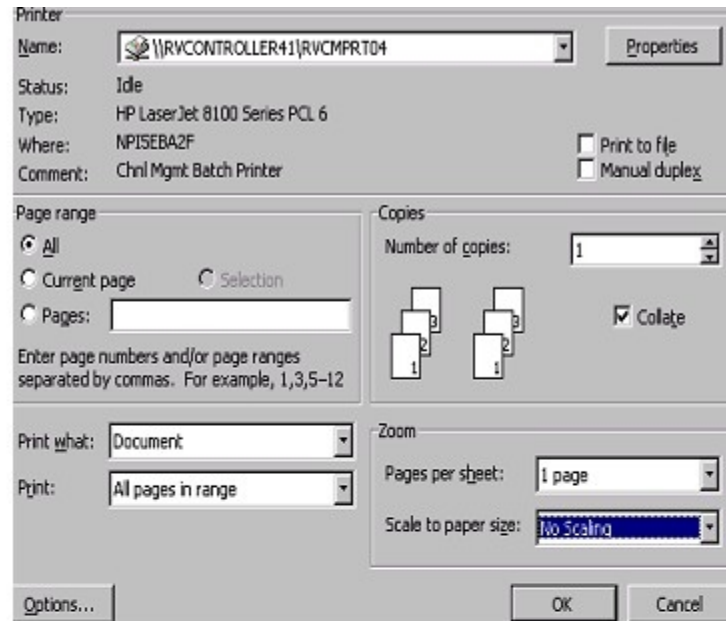
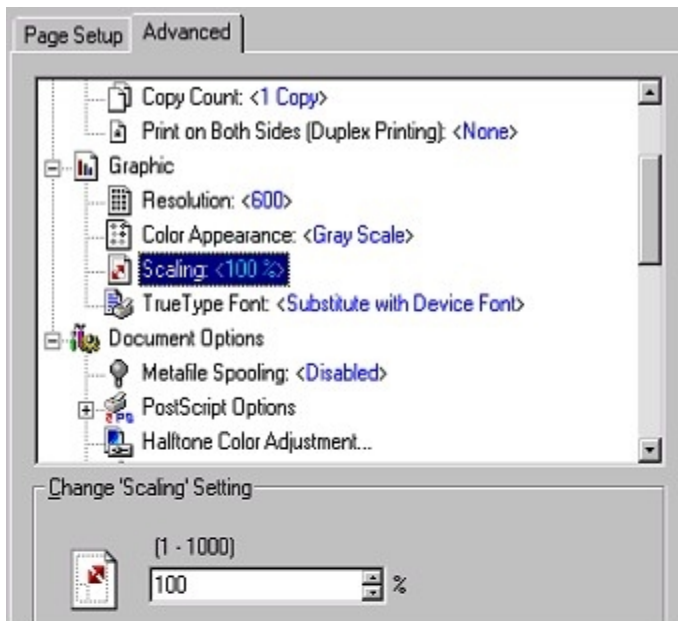
## DC conformity to IRS Notice 2004-54

DC authorizes income tax return preparers to sign original returns, amended returns, and requests for filing extensions by means of a rubber stamp, mechanical device, or computer software program. Please refer to the IRS Notice 2004-54 for complete requirements.

# Physical Aspects and Specifications of Substitute Forms (Con't)

## Printing/Scaling Requirements

When submitting forms for testing, or client/customer completed returns, make sure to select **100%**, **“None”** or **“No Scaling”** for the Scaling or Page Scaling” option. See screen shot examples below. This specification will guarantee a more accurate form/return for scanline printing as opposed to a “shrink to fit” document that has been forced out of alignment. If submitted with any other option, this could cause a delay in the testing and or processing of the returns. We are aware that users/taxpayers themselves can and will select the “shrink to fit” button when printing, however we are encouraging all Software Developers/Vendors to instruct users/taxpayers within their product specifications **not to use “shrink to fit”** when printing which will help to process timely returns.





# Physical Aspects and Specifications of Substitute Forms (Con't)

## B. Technical Form Requirements

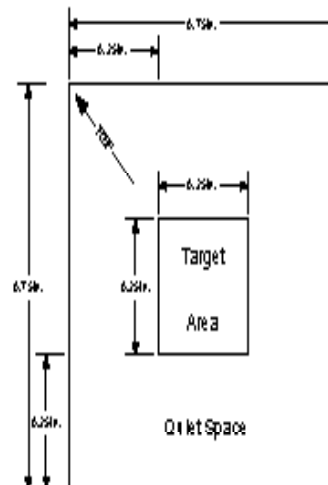
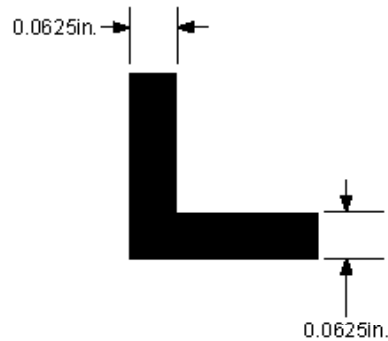
### 1. Registration marks (Targets)

**Graphic:** (angle style)

- Symmetry:** It is important that the graphic present a regular shape with vertical edges being the same length as horizontal edges. Edges should be 1/4 inch long.
- Uniformity:** In order to avoid unnecessary registration failures, it is important that the graphic be formed from only 6 straight edges that intersect at right angles. The enclosed black pixels should form a horizontal bar and a vertical bar each 1/16-inch thick.
- Placement:** Critical to the ability to machine-read a form is the placement of registration marks. Three registration marks are required for best results; two along the form's bottom edge and one in the upper right corner. Their placement should define a perfect rectangle (without any skew). The two marks along the bottom edge should be at the same vertical offset (on same horizontal line), and the two marks along the right edge should be at the same horizontal offset (on the same vertical line)
- Quiet Space:** The interior of the square formed by the edges of the registration mark must only contain ink for the registration mark itself, and outside the square there should be a quiet (i.e., white space *only*) buffer zone 1/4 inch wide.

### 2. Target Area Detail

Registration Target REF XY		
Target	X inches	Y inches
Upper Right	7.563	0.188
Lower Right	7.563	10.125
Lower Left	0.188	10.125



# Physical Aspects and Specifications of Substitute Forms (con't)

## 2. Primary Identification (Barcode)

**Graphic:** Barcodes should be 1/2 inch in height (measuring *only* the vertical bar) and measure 2 3/4 inches in length. Barcodes must use code 39 symbology (Bar Code 39 f HR font). Each bar in the barcode must be solid. Streaks in barcodes are unacceptable.

(Refer to the Summary of the Technical Form Requirements and Their Actual Positions on page 11 for exact positioning of the barcode on the grid)

**Placement:** For compatibility with OTR scanners, all barcodes should appear in the upper right corner of the form. This will prevent the scanner from incorrectly identifying the form, e.g. identifying the form as a separator

sheet. Also, for compatibility with the imaging system, barcodes should lie *entirely* within the rectangle formed by the registration marks while preserving the quiet buffer zone requirement for registration marks. The numeric representation of the barcode must appear below the barcode. There is no required minimum clearance between the alphanumeric representation of the barcode and taxpayer information and/or form prompt text.

A new physical aspect of all substitute forms is a second placement field of the Software Developer/Vendor ID four digit number. This number must be pre-printed in a **12 pt. Helvetica or Courier font** on all substitute forms in the "Official (Software Developer) Use Only" box located under the barcode string. Refer to the D-40 Sub form example on page 12 for positioning. Forms received without this new field will cause delays in processing taxpayer's returns.

### Numeric Codes for Processing Tax-Year 2012 Substitute Forms

The numeric code is 14 characters long to include 12 numbers plus 2 asterisks.

The barcode looks like the following:



	Asterisk	Tax year	Form category	Form Identifier	Page #	Vendor ID	Asterisk
Example:	*	1 2	0 2 0	0 3	1	1 0 2 9	*
TY 12 D-20 Sub, page 1 for H & R Block							

## 3. Secondary Identification (Title fields)

**Graphic:** Ordinary form field recognition is used in the event of a failed barcode read or match. In order to encourage a successful read (i.e., exact text match), secondary identification text should be written in the Helvetica font using only uppercase letters and numbers.

**Placement:** There is a good deal of latitude in the placement of secondary identification fields. Forms are often marked-up with stamps and handwriting useful to tax payers, lockbox vendors, document preparation, etc. For this reason the placement of the secondary identification fields should be located where their impact is minimal.

**First Choice:** The title block text appearing at the top of a form is used as the main backup for identification when a barcode failure occurs. Distinguishing text should be relatively large with good separation from surrounding graphics, and it should serve to uniquely identify the form *and* page in form written in black **12pt Helvetica or Courier font**

Ex: 2012 D-20 SUB P1


**Last Resort:** Centered above the bottom OCR crop line and below form content there should appear a text block suitable for last resort form identification. This text should be similar to that of the first choice field. It should serve to uniquely identify the form and page number of the form written in black **6.5pt – 7pt Helvetica or Courier font**

Ex: 2012 D-20 SUB P1

# Physical Aspects and Specifications *of* Substitute Forms (con't)

## C. Technical Form Requirements (con't)

### SPECIFIC FORM CODES FOR PROCESSING DURING CALENDAR YEAR 2013 (TY 2012)

Form Name	Year	Form Category	SUB Form Identifier	**Vendor ID
D-20	12	020	03	
D-20ES	13	020	04	<b>** Refer to the list of <i>Vendor Names and ID Numbers</i> on pages 14-15.</b>
D-30	12	030	03	
D-30ES	13	030	04	
D-2030P	12	230	04	
D-40	12	040	04	
D-40B	12	040	13	
D-40ES	13	040	06	
D-40EZ	12	040	05	
D-40P	12	040	12	
D-41	12	041	02	
D-41ES	13	041	08	
D-41P	12	041	05	
D-65	12	065	02	
D-2210	12	221	no barcode	
D-2220	12	222	no barcode	
D-2440	12	240	02	
D-2441	12	241	02	
FP-31	14	031	02	
FP-31P	14	031	04	
FP-129A	14	129	02	
FR-127	12	127	02	
FR-127F	12	127	04	
FR-128	12	128	02	
FR-147	12	147	02	
FR-329	12	329	02	
FR-800A	12	800	03	
FR-800M	13	800	04	
FR-800Q	13	800	08	
FR-800SE	13	800	06	
FR-800V	13	800	09	
FR-900A	12	900	04	
FR-900B	12	900	05	
FR-900M	13	900	06	
FR-900Q	13	900	08	
Schedule H	12	998	02	
Schedule S	12	040	04	
Schedule N	12	040	04	
Schedule U	12	040	04	
Schedule I	12	040	04	
Schedule L	12	999	02	

# Physical Aspects and Specifications *of* Substitute Forms (con't)

## D. Summary of the Technical Form Requirements and Their Actual Positions

### 1. Registration marks (Targets)

- ◆The vertical and horizontal edges of the registration marks must be the same length of 1/4 inch long, 1/16 inch thick, with a quiet space outside of each mark measuring at 1/4 inch wide.
- ◆Top and bottom right registration marks should extend from the middle of column 78 (78.5) over to the end of column 80. The bottom left registration mark should start in column 6 and extend over to the middle of column 8.
- ◆The bottom of the horizontal line of the **top registration mark** should rest on line 4 of the grid.
- ◆The bottom of the horizontal line of the **bottom registration mark** should rest at the bottom of line 63.

### 2. Barcode

- ◆The barcodes should all have the same height and length. Measuring only the vertical bars, each barcode should be 1/2 inch tall, positioned from the top of line 4 to the bottom of line 6 on the grid and **exactly** 2/34 inches long, starting in the middle of column 48 (48.5) extending over to the end of column 75.



**New: All Software Developer/Vendor ID numbers must be pre typed in a 12 pt. Helvetica or Courier font on all substitute forms in the Software Developer Use Only” box formally “Official Use Only” located under the barcode string. Refer to the D-40 Sub form example on page 12 for positioning. There are no exact placement positions for this field because of space availability of already designed forms. However, as long as this field falls under line 8 and extends anywhere from column 48.5 to 75 (length of the actual barcode), you will be within the scanning perimeters.**

**Forms received without this new field will cause delays in processing taxpayer’s returns.**

### 3. Secondary Identification (Title fields)

The secondary identification title fields include both the top Title text field and the bottom Title text field.

- ◆The top title text field which includes a **12 pt Helvetica or Courier font** of the form year, form number and the word SUB should be positioned on line 4 of the grid and start in column 19. (The remainder of the form title can be the same font)
- ◆The bottom title text field which is **only** the form year, form number, SUB and page number ( P1,2,3, etc) should be a **6.5 or 7 pt Helvetica or Courier font**, starting in column 40 (within the perimeters of the two bottom registration marks) and positioned at the top of line 63 on the grid.

2012 D-40 SUB Individual  
Income Tax Return



Secondary Identification (Top Title Text Field)

The top title text field which includes a **12 pt Helvetica or Courier font** of the form year, form number and the word SUB should be positioned on line 4 of the grid and start in column 19. (The remainder of the form title can be the same font)

Software Developer Use Only  
Vendor ID # 1234



In the "Software Developer Use Only" field under the barcode string, pre type your Vendor ID # in a 12 pt. Helvetica or Courier font.

Barcode

The barcodes should all have the same height and length. Measuring only the vertical bars, each barcode should be 1/2 inch tall, positioned from the top of line 4 to the bottom of line 6 on the grid and **exactly 2/34** inches long, starting in the middle of column 48 (48.5) extending over to the end of column 75.

Registration marks (Targets)

The vertical and horizontal edges of the registration marks must be the same length of 1/4 inch long, 1/16 inch thick, with a quiet space outside of each mark measuring at 1/4 inch wide.

The bottom of the horizontal line of the **top registration mark** should rest on line 4 of the grid.

Top and bottom right registration marks should extend from the middle of column 78 (78.5) over to the end of column 80.

The bottom left registration mark should start in column 6 and extend over to the middle of column 8.

The bottom of the horizontal line of the **bottom registration mark** should rest at the bottom of line 63.

Secondary Identification (Bottom Title Text Field)

The bottom title text field which is **only** the form year, form number, SUB and page number ( P1,2,3, etc) should be a **6.5 or 7 pt Helvetica or Courier font**, starting in column 40 (within the perimeters of the two bottom registration marks) and positioned at the top of line 63 on the grid.

# Software Developer Names and Vendor ID Numbers

The following is a list of Software Developer's names and Vendor IDs. When creating your barcode, you must include your four-digit Vendor ID number in the barcode on each substitute tax form. See page 9 for additional barcode information.

If you have a Vendor's ID and your name does not appear on the following list, call Paulette Gooden of the OTR at 202-442-6262 or email [paulette.gooden@dc.gov](mailto:paulette.gooden@dc.gov)

If you **do not have a Vendor's ID**, contact the National Association of Computerized Tax Processors (NACTP) at 816-714-2567 or email [president@nactp.org](mailto:president@nactp.org)

<b>ATX Forms</b>	<b>1015</b>
<b>Block Financials (H &amp; R Block)</b>	<b>1017</b>
<b>BSI</b>	<b>1018</b>
<b>CCH Inc/Pro System</b>	<b>1019</b>
<b>CS Professionals (Creative Solutions)</b>	<b>1022</b>
<b>CORP TAX (Deloitte &amp; Touche Tax Technologies)</b>	<b>1023</b>
<b>Drake Enterprises</b>	<b>1024</b>
<b>H &amp; R Block</b>	<b>1029</b>
<b>Intuit</b>	<b>1030</b>
<b>Jackson Hewitt Tax Service</b>	<b>1031</b>
<b>Lacerte</b>	<b>1032</b>
<b>Nelco</b>	<b>1034</b>
<b>Empower</b>	<b>1034</b>
<b>Independent Systems</b>	<b>1034</b>
<b>Payroll 1</b>	<b>1034</b>
<b>Sage</b>	<b>1034</b>
<b>Orrtax</b>	<b>1035</b>
<b>Petz Enterprises, Inc.</b>	<b>1037</b>
<b>Rhodes Computer Software/Taxslayer</b>	<b>1038</b>
<b>STF Service Corp</b>	<b>1039</b>
<b>Taxworks by Laser Systems</b>	<b>1043</b>
<b>CCH/TAXWISE</b>	<b>1045</b>
<b>Aatrix Software, Inc</b>	<b>1048</b>
<b>Accountware</b>	<b>1049</b>
<b>ADP, Inc</b>	<b>1050</b>
<b>Ceridian Tax Services</b>	<b>1051</b>
<b>Data Technology Group</b>	<b>1053</b>
<b>Micro Vision/Accountants World</b>	<b>1057</b>
<b>Thomson Tax &amp; Acctg (RIA)</b>	<b>1062</b>
<b>Second Story Software</b>	<b>1064</b>
<b>Tax Simple</b>	<b>1067</b>
<b>Taxware Systems Inc</b>	<b>1068</b>
<b>Advantage Payroll Services</b>	<b>1084</b>



## Software Developer Responsibility

These guidelines are updated to reflect pertinent tax year form changes and to meet processing and legislative requirements. It is the responsibility of the software developer to submit substitute D.C. tax forms for approval based on the latest edition of the document.

The OTR primarily approves forms based upon a forms legibility, the accuracy and quality of the barcode and scan line, the precision of line numbers, and required information and margins. We do not review or approve the logic of specific software programs, or confirm the calculations output from these programs.

It is the responsibility of the software developer to ensure the accuracy of the calculations performed by the software program.

The software developer must inform its customers of the OTR's requirements as listed in this document. It is the software developer's responsibility to instruct customers to use the correct printer, paper weight, paper size, font, font size, and ink as required by the OTR.

## Secondary Software Companies

Companies that purchase already **APPROVED OTR** forms from another software developer do not have to resubmit for approval, however if that company add the OTR logic to produce their own software package, making any changes to the already **APPROVED OTR** form, then they must gain approval of the forms from the OTR.

## Agreement

Any person or company who uses substitute forms and makes all or part of the changes specified in these guidelines agrees to the following stipulations:

The OTR presumes changes are made in accordance with these guidelines and will not interrupt the processing of the tax return. **Should any of the changes prove to be not exactly as described, and as a result disrupt the OTR's processing of the tax return, the person or company agrees to accept the OTR's decision of whether or not to continue use of the form during the filing season.**

You or your company agree to work with the OTR in correcting noted deficiencies. Notification of deficiencies may be made by any combination of fax, letter, email or telephone.



# Definition *of* Terms

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## Types of forms

### **Computer-generated substitute tax form**

A tax form that is entirely designed and printed by the use of a computer printer, such as a laser printer on plain white paper. This form must conform to the physical layout of the substitute form grid, although the typeface may differ. The text should match the text on the substitute form grid as closely as possible; condensed text and abbreviations will be considered on a case-by-case basis.

### **Computer-prepared substitute form**

A pre-printed form in which the taxpayer's information has been entered by a computer.

### **Continuous use forms**

Forms without pre-printed tax years are called "continuous use" forms. Continuous use forms are revised when a legislative change affects the form or a change is necessary to facilitate processing.

### **Manually-prepared form**

A pre-printed form in which the taxpayer's tax information is entered by a person using a pen or pencil.

### **Official form**

A pre-printed form produced by the OTR. Distinct characteristic is the green drop-out ink that this form was produced with.

### **Pre-printed pin-fed form**

A printed form that has marginal perforations for use with automated and high-speed printing equipment.

### **Substitute form**

A tax return that differs in any way from the official version and is intended to replace the entire form that is printed and distributed by the OTR. This term also covers approved substitute returns.

### **Supplemental schedule**

A document providing detailed information to support an entry for a line(s) on an official or approved substitute form and filed with a tax return. A supplemental schedule is not a tax form and does not take the place of an official or substitute form.

## Specific form terms

### **Data entry field**

All areas designated on a form for the insertion of data, such as dollar amounts, quantities, responses, check boxes, etc.

### **Format**

The overall physical arrangement and general layout of a substitute form.

### **Graphics**

These are generally line numbers, captions, instructions, special indicators, borders, rules, and strokes.

### **Item caption**

The textual portion of each line on the form identifying the specific data elements required.

### **Line reference**

The line numbers and letters used to identify each captioned line on the official forms and printed to the immediate left of each caption or data entry field.

### **Sequence**

The numeric and logical placement order of data. Sequence is an integral part of the total format requirement.