

Use the SP Checklist to ensure the accuracy of forms submitted.

**Barcode:**

- (A) Make sure the barcode is generated as a high resolution bitmap.
- (B) Make sure the barcode accurately reads as correct barcode *number* for your company.
- (C) Make sure the barcode *number* is properly placed based on specifications given.
- (D) Make sure the barcode is properly placed based on specifications given.
- (E) Make sure the barcode is the correct size based on specifications given.
- (F) Regenerate an unchanged form's barcode to ensure the barcode will scan.

**Line Geometry:**

- (G) Ensure the line geometry matches the required SD or Approved Trained Version (ATV).
- (H) Make sure lines are solid, not too thin or too bold. Lines should be consistent throughout.
- (I) Use 1 point thickness for line geometry.

**Scan Band/Lines:**

- (J) Make sure the variable scanband data is in 12 point "Courier".
- (K) Make sure the variable scanline data is in 12 point "Courier".
- (L) Make sure all required fields are populated; the fields should not be blank.
- (M) Make sure the correct data flows from the supporting field into the scan band/line.
- (N) Use the correct *period* end date and check digit from the period ending chart provided.
- (O) Calculate the correct check digit for account identification or SSN/FEIN in the scanline.
- (P) Use the correct *function code* from one of the SD Resources provided on the SES.
- (Q) Update all fields with an amount or "0" or a "Y/N" for yes/no indicators in the scanband.
- (R) Make sure the field(s) show the correct number of characters in scanband.

**Data and Placement:**

- (S) Confirm all fields are included, populated and correctly formatted.
- (T) Validate the data placement matches either the SD or ATV.
- (U) Confirm money is formatted to two decimals as "0.00" with no commas, right justified.
- (V) Make sure all data fields match length and variable letters shown on the SD Version.
- (W) Make sure all data fields are formatted for the proper alpha/numeric field(s).
- (X) Verify all variable text is correct and in capital letters.

## Form's Alignment:

- (Y) Overlay and confirm the data placement aligns/matches either the SD or ATV.
- (Z) Verify the unchanged form matches the alignment of the ATV.

## Test Samples:

- (AA) Review the SD Form Spec for the correct number and variety of test samples to submit.
- (BB) Verify test samples data match and align with the full field data.
- (CC) Confirm form and/or instructions have the correct revision date.
- (DD) Make sure the current year is hardcoded on applicable forms.
- (EE) List any limitations on the e-mail/header sheet.
- (FF) Format addresses without any punctuation as required.
- (GG) Use the correct postal abbreviations.
- (HH) Make sure print is not too light or too dark and that printing is not skewed.
- (II) Reproduce bullets, and/or special characters as required for the form.
- (JJ) Use the correct prefixes of 999, 900, 666 or 000 for FEINs/SSNs.
- (KK) Include foreign zip code test samples for forms D-400V, D-400V Amended, D-410, D-410P or NC-40.
- (LL) Include test samples with taxpayer middle initials or negative line values as required.
- (MM) Verify the form does not have NCDOR logo or invalid symbols when submitting.
- (NN) Verify the form has no invalid symbols when submitting.

**Forms are expected to be submitted & approved within (30) business days of posted date.**

The final version of the form must be submitted at least (5) business days prior to the approved by dates stated on Form Specification or SD Required Approval Dates in the SD Resource folder.

All forms should be approved in three (3) or fewer attempts.

E-mail PDF submissions to [SDFormsUpdate@ncdor.gov](mailto:SDFormsUpdate@ncdor.gov)

**Use the naming scheme and instructions for PDF submissions on NCDOR public website at:**  
[https://files.nc.gov/ncdor/documents/files/howto\\_provide\\_forms.pdf](https://files.nc.gov/ncdor/documents/files/howto_provide_forms.pdf)

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