Government of the District of Columbia
Office of the Chief Financial Officer
Office of Tax and Revenue

DC-1167
Substitute Forms Guidelines for Industry Partners

OCTOBER **2018**

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D-20 Corporation Franchise Tax Return
D-20ES Declaration of Estimated Franchise Tax for Corporations
D-20P Payment Voucher for Corporation Franchise Tax (Voucher)
FR-120 Extension of Time to File DC Corporation Franchise Tax Return (Voucher)
D-30 Unincorporated Business Franchise Tax Return
D-30ES Unincorporated Business Declaration of Estimated Franchise Tax
D-30P Payment Voucher for Unincorporated Business Franchise Tax (Voucher)
FR-130 Extension of Time to File DC Unincorporated Business Franchise Tax Return (Voucher)
D-2220 Underpayment of Estimated Franchise Tax by Businesses
Schedule SR Small Retailer Property Tax Retailer Credit **(New)**
Schedule UB Business Credits
Combined Reporting Schedules 1A, 1B, 2A, 2B
Combined Group Members Schedule
WWCR Worldwide Combined Reporting Election Form
D-20CR QHTC Corporate Business Tax Credits
D-40 Individual Income Tax Return 2D Barcode Version
    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
    Schedule ELC Early Learning Tax Credit **(New)**
Schedule L Lower Income -Term Homeowner Credit
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-40WH Withholding Tax Schedule
DC-8379 Injured Spouse Allocation **(New)**
D-2210 Underpayment of Estimated Income Tax by Individuals
D-2440 Disability Income Exclusion
D-2441 Child and Dependent Care Credit for Part Year Residents
FR-127 Extension of Time to File Income Tax (Voucher)
FR-147 Statement of Person Claiming Refund Due a Deceased Taxpayer
D-41 Fiduciary Income Tax Return
D-41ES Estimated Payment for Fiduciary Income Tax (Voucher)
D-41P Payment Voucher for Fiduciary Income Tax
FR-127F Extension of Time to File Fiduciary Income Tax Return (Voucher)
D-65 Partnership Return of Income
FR-165 Extension of Time to File DC Partnership Return (Voucher)
FR-329 Consumer Use Tax on Purchases and Rentals
FR-900A (2019) Employer Withholding Tax Annual Return
FR-900NP (2019) Annual Return for Withholding Reported on Forms 1099 and/or W-2G
FR-900P (2019) Payment Voucher for Withholding Tax (Voucher)
FR-900Q (2019) Employer/Payor Withholding Tax - Quarterly Return

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D-20E Corporation Franchise Tax Declaration for Electronic Filing
D-30E Unincorporated Business Tax Declaration for Electronic Filing
D-40E Individual Income Tax Declaration for Electronic Filing
D-41E Fiduciary (Estate or Trust) Declaration for Electronic Filing
D-65E Partnership Declaration for Electronic Filing

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Where to Get Forms

Official forms
To get forms by mail, call our Office of Tax and Revenue, Customer Service Administration @ 202-727-4829.

PDF of the Official Forms are available online at MyTax.DC.gov

Substitute form grids
Grids are available in PDF format on the State Exchange System (SES). See "Tax Software Provider" information on Page 3 for details.

Send questions or inquiries
- regarding legislation or tax administration to TAXHELP@dc.gov
- regarding forms design: see contact information above

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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.

Tax Software Provider Registration Form

DC uses the State Exchange System (SES) to securely distribute the Tax Software Provider Registration Form (or Letter of Intent), efile schemas, business rules, and related materials for the coming year. All software providers are required to complete the registration form to request approval from DC OTR to provide tax preparation software for electronic and paper form submissions.

The Federation of Tax Administrators (FTA) is working to generate a vendor access list with the email addresses of the identified users for each vendor. Approved vendors will be granted view/download access to the DC folder on the SES. An email will be sent to you once we have granted permissions. The registration form is due by October 30, 2018.

What's new for TY 2018 / 2019

Individual Income

- The District conforms to the federal level standard deduction:
  - Single and Married Filing Separately - $12,000
  - Head of Household - $18,000
  - Joint - $24,000

- Additions to the standard deduction in the amount of $1,300 for age 65+ or blind (taxpayer/spouse)

- Personal exemption will be eliminated

- Low Income Tax Credit will be eliminated

- New Refundable credit: Schedule ELC - Early Learning Tax Credit

- U.S. Bank ReliaCard disclosures implementation date will be 4/1/19

- Exclusions from DC taxable income:

  - Private Security Cameras

  - Residential Composting Incentive

- Part Year will be calculated using number of days - 365 or 366 for leap year and entered as MMDDYYYY.

- New Form DC-8379 - Injured Spouse Allocation

- New Schedule S, Calculation G-1 - Computation of Standard Deduction

Corporate and Unincorporated Business Tax

- Unincorporated and incorporated business tax rate reduced to 8.25.%

- New Schedule SR - Small Retailer Property Tax Relief Credit

QHTC Certification

- The QTHC Certification (QHTC CERT) process will now be online only via MyTax.DC.gov beginning October 29, 2018. The MyTax.DC.gov QHTC self-certification will be an annual application that replaces the existing process and must be completed annually prior to filing your return.

Reminders

- Footers have been removed from all forms.

- Secondary Software Companies must include Vendor ID in lower left corner (see Page 12 for placement information).

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) An Approval Checklist:
Use the recommended NACTP version available at www.nactp.org.

B) Three (3)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:

Darlene Parks and/or Michelle Earles
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 2018 submissions is February 28, 2019.

NEW **The Office of Tax and Revenue does not review / approve nonscannable (without barcode) forms. Please only submit scannable (with barcode) forms for review / approval.**

How we respond:

An approval letter or check sheet will be returned to you, unless you request a formal letter. Notice of approval may contain qualifications or 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 or fiscal year (January through December or October through September of the year of filing). 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 specification 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 the 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.

OTR reserves the right to revoke the acceptance and/or approval of the software package or substitute form for cause which causes disruption of DC OTR's production environment.

Physical Aspects and Specifications *of* Substitute Forms

A. Basic Form Requirements

The official form is the standard for all substitute forms. Considering 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 ink 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. Note:** In cases where additional edits are required they will be made in blue or green 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 only black ink or toner. Do not use any other colors.

Characters must be a 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 12 point font and 6 lines per inch. The only exception to this rule pertains to the Title Text Field on the forms

Top title text field should be Helvetica 12 pt font

e.g., 2018 D-40 SUB

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, for printing, reproduction and 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. Exception: Business address can be programed for up to 60 character spaces.

Taxpayer Identification Number (TIN)

You must have a TIN, whether it is a Federal Employer Identification Number (FEIN), Social Security Number (SSN), Individual Taxpayer Identification Number (ITIN) or Preparer Tax Identification Number (PTIN).

• An FEIN is a number issued by the IRS. To apply for an FEIN, get Form SS-4, Application for Employer Identification Number, or get this form online at www.irs.gov/businesses and click on Employer Identification Number (EIN) under Starting a Business. You may also get this form by calling 1-800-TAX-FORM (1-800-829-3676).

• An SSN is a valid number issued by the Social Security Administration (SSA) of the United States Government. To apply for an SSN, get form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213.

• An Individual Taxpayer Identification Number (ITIN) is a tax processing number issued by the Internal Revenue Service (IRS). The IRS issues ITINs to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain, a Social Security number (SSN) from the Social Security Administration (SSA). ITINs do not serve any purpose other than federal tax reporting.

• The Preparer Tax Identification Number (PTIN) is an identification number issued by the IRS that all paid tax preparers must use on tax returns or claims for refund.

SSN, FEIN, ITIN and PTIN

Print SSN, FEIN, ITIN and PTIN 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., 000000000.

Date fields

Date fields should have a format of MMDDYYYY unless other-wise specified. Dates should use leading zeros for months and days less than 10, e.g., August 7, 2018 would be 08072018.

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 en-closing 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, and D-65 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-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" fields.

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.

The 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.
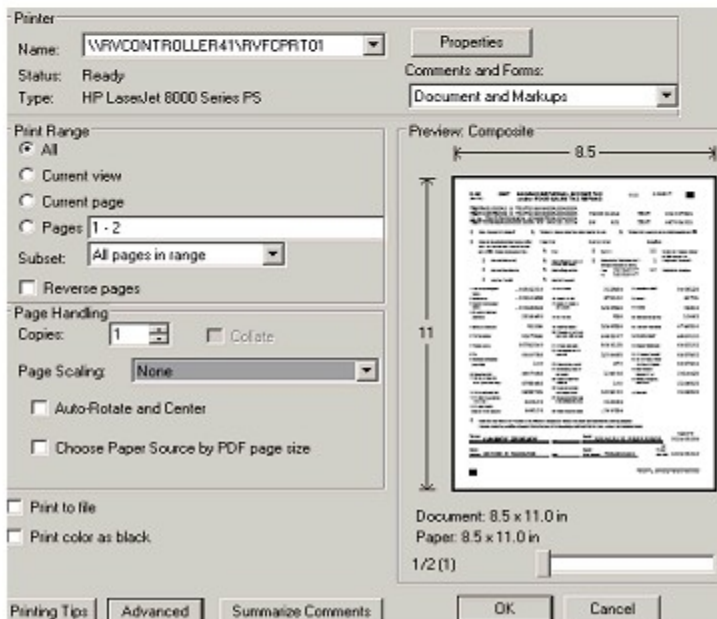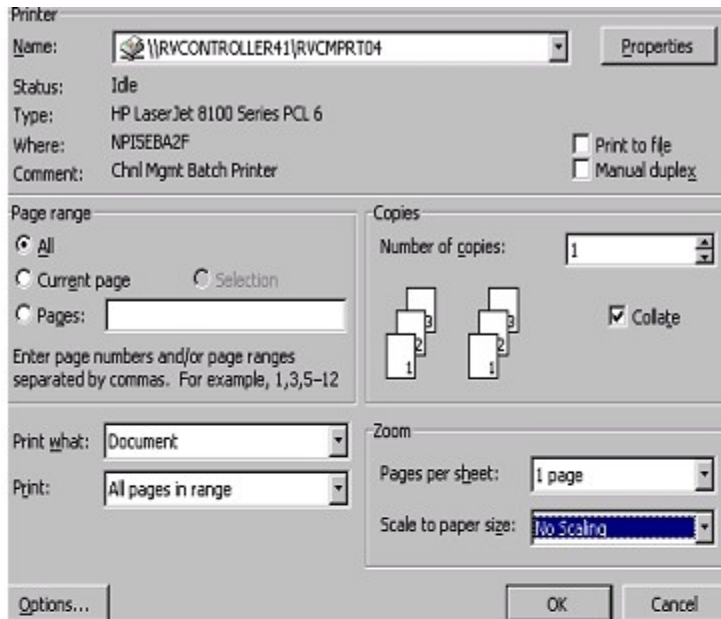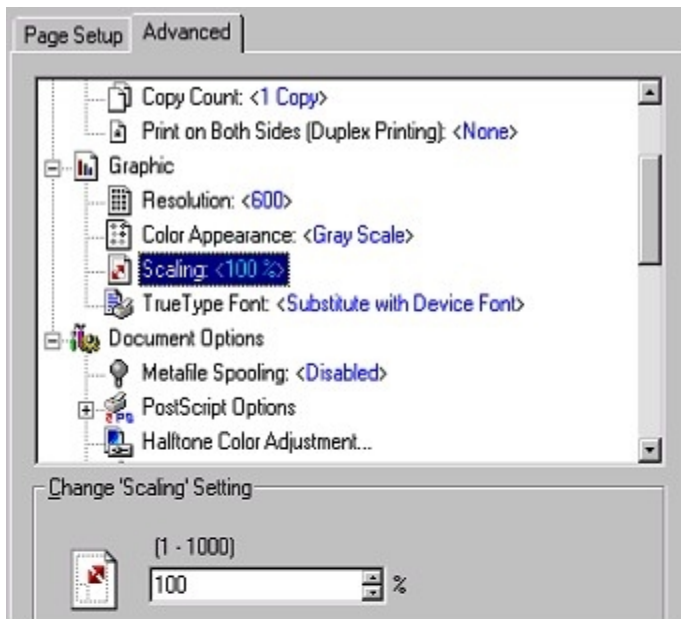
Physical Aspects and Specifications *of* Substitute Forms (Con't)

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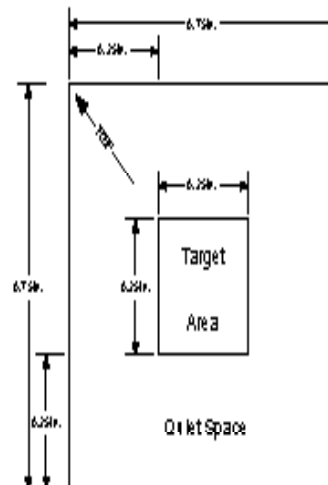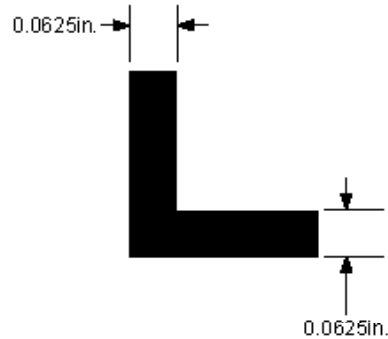
Physical Aspects and Specifications *of* Substitute Forms (con't)

3. Primary Identification (Barcodes)

<u>Graphic</u>: 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)
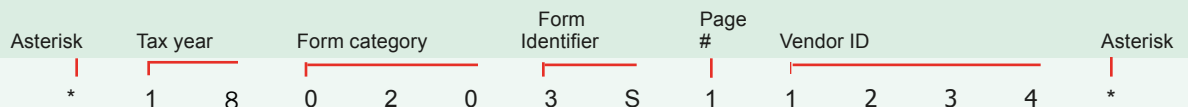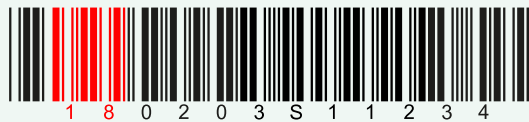
<u>Placement</u>: For compatibility with OTR scanners, all barcodes should appear in the upper right corner of the form. This will prevent the scanner from incorrectly identifying the form, e.g. identifying the form as a separator sheet. Also, for compatibility with the imaging system, barcodes should 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 "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 2018/2019 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
*	1	8	0	2	0	3	S	1	1	2	3	4	*

4. Secondary Identification (Title fields)

<u>Graphic:</u> 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.

<u>Placement</u>: 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 taxpayers, lockbox vendors, document preparation, etc. For this reason the placement of the secondary identification fields should be located where their impact is minimal.

Title Block: 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: 2018 D-20 SUB P1

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

Technical Form Requirements (con't)

C. SPECIFIC FORM CODES FOR PROCESSING DURING CALENDAR YEAR 2019 (TY 2018)

Form Name	Year	Form Category	SUB Form Identifier	SUB Barcode	Vendor ID*
D-20	18	020	3S	180203S10001	*If you do not have a Vendor ID contact the NACTP (see Page 11 for details).
D-20ES	19	020	4S	190204S10001	
D-20P	18	020	PS	18020PS10001	
FR-120	18	120	0S	181200S10001	
D-30	18	030	3S	180303S10001	
D-30ES	19	030	4S	190304S10001	
D-30P	18	030	PS	18030PS10001	
FR-130	18	130	0S	181300S10001	
D-2220	18	222	no barcode	no barcode	
Schedule SR	18	230	0S	18SR00S10000	
Schedule UB	18	230	US	18230US10001	
DC CR SCH 1A	18	230	C1	18230C110001	
DC CR SCH 1B	18	230	M1	18230M110001	
DC CR SCH 2A	18	230	C2	18230C210001	
DC CR SCH 2B	18	230	M2	18230M210001	
CGMS	18	230	C3	18230C310001	
WWCR	18	230	0S	182300S10001	
D-20CR	18	399	2S	183992S10001	
D-40	18	040	4S	180404S10001	
Schedule S	18	040	4S	180404S30001	
Schedule H	18	998	2S	189982S10001	
Schedule N	18	040	4S	180404S50001	
Schedule U	18	040	4S	180404S70001	
Schedule I	18	040	4S	180404S80001	
Schedule ELC	18	040	0S	18ELC0S10001	
Schedule L	18	999	0S	189990S10001	
D-40B	18	040	3S	180403S10001	
D-40ES	19	040	6S	190406S10001	
D-40EZ	18	040	5S	180405S10001	
D-40P	18	040	PS	18040PS10001	
D-40WH	18	040	WS	18040WS10001	
DC-8379	00	040	9S	008379S10001	
D-2210	18	221	no barcode	no barcode	
D-2440	18	240	0S	182400S10001	
D-2441	18	241	0S	182410S10001	
FR-127	18	127	2S	181272S10001	
FR-147	18	147	0S	181470S10001	
D-41	18	041	2S	180412S10001	
D-41ES	19	041	8S	190419S10001	
D-41P	18	041	PS	18041PS10001	
FR-127F	18	127	4S	181274S10001	
D-65	18	065	0S	180650S10001	
FR-165	18	165	0S	181650S10001	
FR-329	18	329	0S	183290S10001	
FR-900A	19	900	AS	19900AS10001	
FR-900NP	19	900	NS	19900NS10001	
FR-900P	19	900	PS	19900PS10001	
FR-900Q	19	900	QS	19900QS10001	
D-20E	18	NA	no barcode	no barcode	
D-30E	18	NA	no barcode	no barcode	
D-40E	18	NA	no barcode	no barcode	
D-41E	18	NA	no barcode	no barcode	
D-65E	18	NA	no barcode	no barcode	

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.

NOTE: 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.

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

Forms received <u>without this new field</u> will cause delays in processing taxpayer's returns.

3. Secondary Identification (Title fields)

The secondary identification title field includes the 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)

2018   D-40 SUB Individual Income Tax Return

1 8 0 4 0 1 2 1 0 0 0 0

Software Developer Use Only
Vendor ID # 1234

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)

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.

5678

Secondary Vendor ID

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 DC 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 adds the 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.

Secondary Software Companies should include their Software Vendor ID # in the lower left corner of each page as indicated on Page 12.

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

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 characteristics 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 file 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.