

# LOUISIANA

DEPARTMENT of REVENUE

## Testing and Approval Requirements for Substitute Paper Forms

**NOTE:** The testing dates and statuses of the specifications and test scenarios below will be updated periodically as information becomes available. All other information will not change.

### Vendor Code:

Each software vendor who develops a substitute of any official form of the Louisiana Department of Revenue (LDR) must have a four-digit vendor code approved by LDR. Once approved, this number will remain the same year after year and must appear on the substitute form as specified in the form's specifications. If you do not have an approved LDR vendor code or need to verify what your code is, please send an email to [Substitute.Inquiries@LA.gov](mailto:Substitute.Inquiries@LA.gov).

### Testing:

Substitute forms must be submitted to LDR for testing and approval prior to distribution. Ten (10) business days from the date of receipt by LDR should be allowed for the review and testing of sample forms. Results will be issued via e-mail and/or fax. All first submissions of test documents must be submitted to the department on or before **December 31, 2017**, unless stipulated otherwise in the specifications for the form. Testing of forms that are submitted after this date must be arranged with the department prior to submission. Testing will begin as follows:

<b>Vouchers</b>		<b>Testing Begins:</b>
<b>IT-540ES-SD</b>	Substitute Estimated Tax Declaration Voucher for Individuals	<b>01/12/2018</b>
<b>CIFT-620ES-SD</b>	Substitute Estimated Tax Declaration Voucher for Corporations	<b>01/11/2018</b>
<b>R-540V-SD</b>	Substitute Individual Income Tax Electronic Filing Payment Voucher	<b>01/05/2018</b>
<b>R-6004-SD</b>	Substitute Corporation Tax Electronic Filing Payment Voucher	<b>12/19/2017</b>
<b>Individual Income Tax Returns</b>		<b>Testing Begins:</b>
<b>IT-540-2D</b>	Substitute <b>Resident</b> Individual Income Tax Return, Schedules, and Worksheets	<b>12/04/2017</b>
<b>IT-540B-2D</b>	Substitute <b>Nonresident</b> Individual Income Tax Return, Schedules, and Worksheets	<b>12/29/2017</b>
<b>Fiduciary Income Tax Return</b>		<b>Testing Begins:</b>
<b>IT-541-SD</b>	Substitute Fiduciary Income Tax Return and Schedules	(Substitute version will not be developed this year.)
<b>Corporation Income/Franchise Tax Return</b>		<b>Testing Begins:</b>
<b>CIFT-620-2D</b>	Substitute Corporation Income/Franchise Taxes Return and Schedules	<b>12/07/2017</b>
<b>Withholding Tax Forms</b>		<b>Testing Begins:</b>
<b>R-1201-SD</b>	Employer's Return of Louisiana Withholding Tax (L-1)	<b>03/26/2018</b>
<b>R-1202-SD</b>	Withholding Payment Voucher (L-1V)	<b>03/20/2018</b>
<b>R-1203-SD</b>	Transmittal of Withholding Tax Statements (L-3)	(to be announced)
<b>All other forms (non-scannable)</b>		<b>Testing Begins:</b>
(various)	(any form containing a barcode and document identification number)	<b>(as forms are finalized)</b>

**Test Samples:**

Scenarios that **must** be used in preparing the test samples are provided in the following documents:

Specifications and Test Scenarios		Status
R-1211	Specifications and Test Scenarios for R-1201-SD	Final version available.
R-1212	Specifications and Test Scenarios for R-1202-SD	Final version available.
R-1213	Specifications and Test Scenarios for R-1203-SD	(not yet available)
R-2202	Specifications and Test Scenarios for CIFT-620ES-SD	Final version available.
R-2203	Specifications and Test Scenarios for CIFT-620-2D	Final version available.
R-2205	Specifications and Test Scenarios for R-6004-SD	Final version available.
R-6223	Specifications and Test Scenarios for R-540V-SD	Final version available.
R-6231	Specifications and Test Scenarios for IT-540ES-SD	Final version available.
R-6234	Specifications and Test Scenarios for IT-540-2D	Final version available.
R-6235	Specifications and Test Scenarios for IT-540B-2D	Final version available.
R-6252	Specifications and Test Scenarios for IT-541-SD	(Substitute version will not be developed this year.)

Only **hardcopy samples** are accepted for testing. For forms that do not have test scenarios listed above but contain a barcode and document identification number, please submit five (5) blank hardcopy samples. Forms that **do not** contain a barcode and document identification number will not be tested and should not be submitted for approval as none will be given.

**IMPORTANT:** Text contained on any sample will not be proofread. The proofreading of forms is the responsibility of the software vendor. However, required variable data will be checked for accuracy and placement.

Requests for form approval and test samples should be sent to:

**Attention: Forms Management Unit  
Tax Administration Division**  
Louisiana Department of Revenue  
617 N. Third St.  
Baton Rouge, LA 70802-5428

**Contact Information:**

Questions, inquiries, comments, etc., should be directed to (e-mail is preferable):

**E-mail:** [Substitute.Inquiries@LA.gov](mailto:Substitute.Inquiries@LA.gov)

**Telephone:** Fay Guidry (primary)  
(225) 219-2763

**NOTE:** The contact information above is for matters concerning paper substitutes of LDR's official forms. For questions and inquiries concerning electronic filing, please contact LDR's e-Services helpdesk at [LDR-ITE-ServLiaisonHelpDesk@la.gov](mailto:LDR-ITE-ServLiaisonHelpDesk@la.gov) or (225) 219-2488.