



Specifications:

Size: The size of the voucher sheet must be 8-1/2" x 11".

Grid Line and Position Numbers: Grid line numbers are based on **6 lines per vertical inch** (pica spacing)—66 lines per 11-inch page length. Grid position numbers are based on **10 characters per horizontal inch** (10-pitch spacing)—85 characters per 8-1/2-inch page width.

Vendor Identification Number: Each software vendor who develops a substitute of Form R-1201 must have a four-digit vendor identification number approved by the Louisiana Department of Revenue. This number remains the same each year. If you do not have an approved identification number or are unsure what yours is, please send a request/inquiry by email to Substitute.Inquiries@LA.gov.

Reference Points: Reference points are placed in various positions throughout the form and must be positioned exactly as specified. These marks must be printed as black-filled rectangles measuring 1/10" (1 grid position) horizontally and 1/6" (1 grid line) vertically as illustrated below.



There are 4 reference point on each return in the following position:

- Line 61, Position 80**
- Line 22, Position 80**
- Line 42, Positions 44**
- Line 63, Positions 22**

Document Identification Numbers: A document identification number has been assigned to each quarter's return. The numbers must be printed in a **12-point Courier font** on Line 63 in Positions 77 through 80. The following are the numbers assigned to Form R-1201-2D:

2020 Returns	Doc ID No.
R-1201-2D, 1 st quarter.....	32011
R-1201-2D, 2 nd quarter.....	32012
R-1201-2D, 3 rd quarter.....	32013
R-1201-2D, 4 th quarter.....	32014

1-D Barcode: A 1-D barcode must be printed on each return according to the following specifications:

- The barcode is a "three of nine" type,
- Reads as the same number as the document identification number,
- Is 1/2" in height, and
- Is positioned 1/2" from the left edge and 1/2" from the bottom edge of each return.

Specifications for the 2-D barcode begin on Page 3 of this document.

Printed Variable Data: The printed variable data fields must meet the following criteria:

- 12-point Courier font (10 characters per inch).
- Uppercase only.
- No punctuation, symbols, or decimal points.
- Right-justify all dollar amounts; left-justify all other fields.
- Round all dollar amounts to the nearest whole dollar—no cents allowed.
- Dollar amounts of the return should **not** be left blank. Use “0” (zero) as the default.
- Negative amounts are **not** allowed.
- The fields must be positioned and formatted as follows:

Field Name	Comments	Exact Placement on Grid	Field Type	Field Length
Vendor ID		Line 8 Position(s) 77-80	Numeric	4
Account Number	Louisiana Revenue account number	Line 11 Position(s) 20-29	Numeric	10
Legal Name	Legal name of employer	Line 14 Position(s) 6-40	Alphanumeric	35
Trade Name	DBA name of employer	Line 15 Position(s) 6-40	Alphanumeric	35
Mailing Address		Line 16 Position(s) 6-40	Alphanumeric	35
City State Zip		Line 17 Position(s) 6-40	Alphanumeric	35
Return Line 1	Louisiana income tax withheld for the first month of quarter	Line 36 Position(s) 28-36	Numeric	9
Return Line 2	Louisiana income tax withheld for the second month of quarter	Line 39 Position(s) 28-36	Numeric	9
Return Line 3	Louisiana income tax withheld for the third month of quarter	Line 42 Position(s) 28-36	Numeric	9
Return Line 4	Total withholdings for the quarter – Add Lines 1,2, and 3.	Line 45 Position(s) 28-36	Numeric	9
Return Line 5	Remittance made during quarter.	Line 36 Position(s) 68-76	Numeric	9
Return Line 6	Amount Due – If Line 4 > Line 5, enter the result of Line 4 – Line 5.	Line 39 Position(s) 68-76	Numeric	9
Return Line 7	Overpayment – If Line 4 < Line 5, enter the result of Line 5 – Line 4.	Line 49 Position(s) 68-76	Numeric	9
Indicator 1— Business closed or stopped paying wages	Print an “X” (uppercase) in the specified position in order to denote the indicator. Do not print a box, only the “X” if applicable.	Line 60 Position(s) 36	Alpha	1
Final Date	Final date wages were paid. Format: mmddyy	Line 60 Position(s) 40-45	Numeric	6
Indicator 2— Amended return	Print an “X” (uppercase) in the specified position in order to denote the indicator. Do not print a box, only the “X” if applicable.	Line 63 Position(s) 36	Alpha	1
Paid Preparer #	PTIN, REIN, or LDR Account Number	Line 60 Position(s) 61-71	Alphanumeric	10

2-D Barcode:

Requirements:

- The 2-D barcode should be placed on each return on Lines 11-19 in Positions 51-80. The barcode may slightly extend outside this area. The barcode grid area allowed is a recommendation for placement. The 2D barcode must meet the guidelines at this link <https://www.taxadmin.org/2-d-bar-coding-standards-revision-2010v1> and read at 200 dpi.
- Use a carriage return <CR> to delimit fields. Each barcode field should have a carriage return, even if no information is contained in the field. This carriage return should measure as 1 byte of data.
- No punctuation is allowed in any field. No hyphens, dashes, parentheses, or other separators should be used.
- All alpha characters must be in uppercase.
- If a field is not applicable, leave it blank unless specifically instructed otherwise.
- Negative amounts are not accepted. If less than zero, enter zero unless specifically instructed otherwise.
- Only whole dollar amounts should be entered.
- Do not include supplemental information in the barcode.
- Error correction level should be set to 4.

Barcode Layout:

1. Header Information
2. Government Specific Data
3. Trailer

Header Information – This information is placed first in the barcode data stream. The first six fields in the barcode comprise the official header. This information must be consistent among all barcodes and is defined below.

- **Header Version Number** will be incremented each time the standards group alters the physical structure of the barcodes that were created using multiple header formats. This value is static for all barcodes and is currently T1.
- **Developer Code** is a four-digit code used to identify the software developer whose application produced the barcode. The purpose of the field is to allow forms to be traced to the vendor producing them. Software developer codes are assigned through the NACTP and may differ from software developer ID for the form that is assigned by LDR.
- **Jurisdiction** is an alphanumeric identifier indicating the taxing jurisdiction. Use the U.S. Postal Service’s official state abbreviations. For Louisiana, use LA.
- **Description** is an alphanumeric identifier used to describe the form being processed. Use the following identifiers:

<u>2020 Returns</u>	<u>Identifiers</u>
R-1201-2D, 1 st quarter.....	32011
R-1201-2D, 2 nd quarter.....	32012
R-1201-2D, 3 rd quarter.....	32013
R-1201-2D, 4 th quarter.....	32014

- **Specification Version** is a number that identifies the version of the specifications used to produce the form barcode. These specifications are provide by the jurisdiction processing the form and describe the data layout in the barcode. Draft versions of the specifications are not assigned version numbers. The final version shall be “0”; revisions thereafter will increase numerically.
- **Software/Form Version** is a vendor-defined version number that reflects the software and form revision used to produce the barcode.

Government Specific Data – For a detailed layout of the government specific data, see Page 5 of this document.

Trailer – The trailer is the last field in the barcode data stream. The trailer is used to indicate the end of data has been reached. A static string of *EOD* is used as the trailer value.

Example of 2-D Barcode:

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T1<CR>      (Header Version Number)
9999<CR>    (Developer Code)
LA<CR>      (Jurisdiction)
6063<CR>    (Description)
0<CR>       (Specification Version)
1.0<CR>     (Software Version)
...
...
...
*EOD*<CR>
    
```

Information to Provide to Customers: We are requesting that all participating vendors provide to their customers a few short statements that describe what a two-dimensional barcode is and why it is being utilized. The following information should be provided to the customer:

Employer’s Return of Louisiana Withholding Tax (Form L-1)

The Louisiana Department of Revenue is utilizing two-dimensional (2-D) barcode technology. The barcode contains the information that was entered into your return. Below, is an example of a 2-D barcode.

2-D Barcode Sample



2-D Barcode Fields:

Header Information				
Field No.	Field Type	Field Length	Field Name	Comments
1	Alphanumeric	2	Header Version	Value is T1 .
2	Numeric	4	Developer Code	4-digit code (See Appendix 1 of the 2-D Bar Coding Standards .) used to identify the software developer whose application produced the barcode and may differ from the software developer ID in Field 7 below
3	Alpha	2	Jurisdiction	Value is LA .
4	Numeric	5	Description	Value must correspond to the tax period as follows: 32011 for the 1 st quarter 32012 for the 2 nd quarter 32013 for the 3 rd quarter 32014 for the 4 th quarter
5	Numeric	1	Specification Version	Value is 0 .
6	Alphanumeric	10	Software/Form Version	Vendor-defined version number that reflects the software and form revision used to produce the barcode.

2-D Barcode Fields (continued):

Government Specific Data				
Field No.	Field Type	Field Length	Field Name	Comments
7	Numeric	4	Vendor ID	Vendor Identification Number (4-digit number) assigned by LDR, which may differ from the software developer ID in Field 2 above
8	Numeric	10	Account Number	Louisiana Revenue account number
9	Alphanumeric	35	Legal Name	Legal name of employer
10	Alphanumeric	35	Trade Name	DBA name of employer
11	Alphanumeric	35	Mailing Address	
12	Alphanumeric	35	City State Zip	
13	Numeric	8	Taxable Period	Taxable Period (mmdyyy): 03312020 for the 1 st quarter of 2020 06302020 for the 2 nd quarter of 2020 09302020 for the 3 rd quarter of 2020 12312020 for the 4 th quarter of 2020
14	Numeric	4	Form ID Number	Value must correspond to the tax period as follows: 32011 for the 1 st quarter 32012 for the 2 nd quarter 32013 for the 3 rd quarter 32014 for the 4 th quarter
15	Numeric	9	Return Line 1	Louisiana income tax withheld for the first month of quarter
16	Numeric	9	Return Line 2	Louisiana income tax withheld for the second month of quarter
17	Numeric	9	Return Line 3	Louisiana income tax withheld for the third month of quarter
18	Numeric	9	Return Line 4	Total Withholdings – Add Lines 1, 2, and 3.
19	Numeric	9	Return Line 5	Remittance made during quarter.
20	Numeric	9	Return Line 6	Amount Due – If Line 4 > Line 5, enter the result of Line 4 – Line 5.
21	Numeric	9	Return Line 7	Overpayment – If Line 4 < Line 5, enter the result of Line 5 – Line 4.
22	Alphanumeric	9	Paid Preparer ID	Enter the PTIN. Otherwise, enter the firm's EIN.
23	Numeric	1	Indicator 1— Business closed or stopped paying wages	Enter "1" if business closed or stopped paying wages. Enter "0" if not applicable.
24	Numeric	6	Final Date	Final date wages were paid. Format: mmdyy
25	Numeric	1	Indicator 2— Amended return	Enter "1" if an amended return. Enter "0" if not applicable.
Trailer				
26	Indicates the end of the data file. Value is *EOD*.			

Placement: Illustrated on Page 3 is the placement of the vendor identification number, document identification number, reference points, 1-D barcode, 2-D barcode, and printed variable data fields in relation to a 6 x 10 grid.

Test Scenarios:

Please prepare the necessary tax returns (8 total) using the test scenarios below. Each return must be completed in its entirety.

Mail your test samples to: Attention: Shanna Kelly
 Business Services
 Louisiana Department of Revenue
 617 N. Third St.
 Baton Rouge, LA 70802-5428

Testing of forms that are submitted after this date must be arranged with the department prior to submission.

Scenario 1	Legal Name: Test Company 1 Trade Name (dba): Testing 1-2-3 Address: 123 Anywhere St. Baton Rouge, LA 70801 Account Number: 0000001-001	Tax Period: 03/31/2020 January withholdings: \$ 4,950 February withholdings: \$ 4,482 March withholdings: \$ 4,585 Remittance during quarter: \$ 9,432 Final Return: n/a Final date wages were paid: n/a Amended Return: YES
		Tax Period: 06/30/2020 April withholdings: \$ 4,831 May withholdings: \$ 4,866 June withholdings: \$ 4,461 Remittance during quarter: \$ 9,697 Final Return: n/a Final date wages were paid: n/a Amended Return: n/a
		Tax Period: 09/30/2020 July withholdings: \$ 4,901 August withholdings: \$ 4,897 September withholdings: \$ 3,990 Remittance during quarter: \$ 9,798 Final Return: n/a Final date wages were paid: n/a Amended Return: n/a
		Tax Period: 12/31/2020 October withholdings: \$ 4,725 November withholdings: \$ 4,877 December withholdings: \$ 4,461 Remittance during quarter: \$ 9,602 Final Return: n/a Final date wages were paid: n/a Amended Return: n/a

Scenario 2	Legal Name: Test Company 2 Trade Name (dba): This is a Test Address: 3210 Any St. New Orleans, LA 70112 Account Number: 0000002-001	Tax Period: 03/31/2020 January withholdings: \$ 528 February withholdings: \$ 609 March withholdings: \$ 575 Remittance during quarter: \$ 1,137 Final Return: n/a Final date wages were paid: n/a Amended Return: n/a
	Tax Period: 06/30/2020 April withholdings: \$ 594 May withholdings: \$ 741 June withholdings: \$ 730 Remittance during quarter: \$ 1,335 Final Return: n/a Final date wages were paid: n/a Amended Return: n/a	
	Tax Period: 09/30/2020 July withholdings: \$ 733 August withholdings: \$ 692 September withholdings: \$ 714 Remittance during quarter: \$ 1,425 Final Return: n/a Final date wages were paid: n/a Amended Return: n/a	
	Tax Period: 12/31/2020 October withholdings: \$ 715 November withholdings: \$ 674 December withholdings: \$ 158 Remittance during quarter: \$ 1,389 Final Return: YES Final date wages were paid: 12/07/2020 Amended Return: n/a	