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Comptroller

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Revenue Administration Division

## Maryland Form MW506M 2021 Facsimile Specifications

### Form Requirements

**Size:** 3 1/2" high by 8-1/2" long (If printing one per page, we recommend printing from the bottom of the page up so only one cut line is required.)

**Paper:** 24 lb. OCR bond

**Format/Layout:** 6 x 10 grid (6 rows per inch, 10 columns per inch) with coupon positioned on the bottom of the page

MW506M Field Name	Start Row	Start Column	End Row	End Column	Field Size	Format
FEIN	51	12	51	20	9	123456789
Scan line	51	25	51	42	18	See below
Company Name	59	13	59	42	30	
Company Address	60	13	60	42	30	
City, State, Zip Code	61	13	61	42	30	
MD Income Tax Withheld	54	66	54	80	15	XXXX XX
Remitted Amount	56	66	56	80	15	XXXX XX
Pay Date	58	66	58	73	8	MMDDYYYY

All data should print using OCR "A" font at 10 characters per inch.

### **Scanline Positions**

1 through 8	Tax Account Number*
9-10	2Blank
11 through 12	2 digit code (always 88)
13-14	2Blank
15 through 18	4 digit year

\* The Tax Account Number is the Central Registration (CR) number. It is numeric, 8 digits and starts with 0 or 1. **Returns with missing or invalid CR numbers will be rejected.**

**1D Barcode:**

The Division uses a 3 of 9 barcode on scannable tax return forms. The format is as follows:

- 1 Digit start code (\*)
- 2 Digit year (e.g. 19)
- 3 Digit form number (e.g. 506)
- 1 Digit form version (M)
- 1 Digit page – starting at 0 (e.g. page 1 should read 0)
- 2 Digit vendor code (assigned)
- 1 Digit stop code (\*)

The bar code must be placed in the upper right-hand corner of the form in the same location as it appears on the official form. The bar code shall be 3” x ½” with at least ¼ inch of whitespace around the barcode.

**Secondary Software Vendors:**

Software companies using another vendor’s forms should place their company name at the bottom of the form.

**Return Address:**

Please include the following return address with Form MW506M:

COMPTROLLER OF MARYLAND  
REVENUE ADMINISTRATION DIVISION  
P.O. BOX 17132  
BALTIMORE, MD 21297-0175

**Approval:**

Please submit at least 25 sample coupons **cut to size** for testing and approval. You may select your own test data. Five sets of 5 different returns are sufficient.

When using a **Delivery Service** such as Fed-Ex or UPS mail to:

Joanne Lee, Forms Manager  
Revenue Administration Division  
Room 208B  
110 Carroll Street  
Annapolis, MD 21411

When using the **U.S. Postal Service**, mail to:

Joanne Lee, Forms Manager  
Revenue Administration Division  
PO Box 1829  
Annapolis, MD 21404-1829