MICHIGAN
Substitute Forms-Software Developer

2019
Submission
Guidelines

OVERVIEW

All forms testing begins annually on October 1.

<u>**Imaged Forms**</u>

These guidelines outline the procedures for submitting Substitute Forms to Michigan Department of Treasury (Treasury), Forms, Documentation and E-file Services (FDES) for **annual** approval and requirements for acceptable reproduced copies of Michigan tax returns and supporting schedules for filing. Users of developer's software must have the ability to print a copy of their return for their records.

Software Developers must obtain **annual** approval from FDES before releasing software to their customers. Developers **must** submit a *Letter of Intent to Participate in E-file and Substitute Forms Programs* (Form 4430) to participate in the testing process. Completed forms should be e-mailed to *MIFormsE-file@michigan.gov.* All communication and testing submissions for substitute forms and e-file testing should be e-mailed to this address.

Software Developers **must** receive approval from **both** the Substitute Forms and the E-file testing processes. Substitute Forms and E-file testing can be performed simultaneously.

Submitting substitute forms electronically is the preferred process as paper submissions take longer to process.

> **EXCEPTION: Vouchers must be sent hard copy and must be cut to size before submitting (see "Voucher Guidelines"** on the State Exchange Site (SES)**).**

Treasury reserves the right to require the resubmission of any form(s) that does not meet the specified requirements. Copies or faxes will not be accepted. If submitting multiple forms for approval in the same packet, separate submission by **tax type. See "Submission Sample."**

Software Developers or Tax Preparers who should verify approval before use of Michigan forms are:

- Tax practitioners who purchase software that produces substitute tax forms
- Tax practitioners who use batch processing service bureaus that produce substitute tax forms
- Tax practitioners who support two or more software programs must receive approval for **each** supported software programs
- Tax practitioners who purchase substitute tax forms from commercial printers or business forms companies, and
- Software providers who sell the products to software developers who design substitute tax forms.

Draft and **Final Draft** forms are posted on the SES in advance of the public release. This site is intended for use by software companies that produce Michigan forms. FDES suggests checking the SES regularly for updated forms. Final forms are posted to Treasury's public site beginning in December and January.

Definitions	
Data Fields	Data entered by taxpayer or tax preparer.
Doc ID Code	Series of numbers on the bottom of all imaged forms that consist of developer number, tax year, form number, page number, state code, and check digit.
Form 4430	Letter of Intent to Participate in E-file and Substitute Forms Programs.
Imaged Forms	Forms with a Doc ID Code.
Software Developer	A software company, preparer, or payroll provider that develops computer-generated forms.
Substitute Form	A form that is a computer-generated tax form produced by a software developer or payroll provider for use in lieu of Michigan's official form.
Tax Type	City of Detroit Income Tax, City of Detroit Corporate Income Tax, Corporate Income Tax, Fiduciary, Individual Income Tax, Michigan Business Tax, and Sales, Use and Withholding Tax.

SUBMISSION GUIDELINES

FDES will post **"draft"** forms on the SES so developers will be able to select which forms they plan to support. Software developers will then indicate their selections on Form 4430.

"Final draft" forms are generally published late September through early December as they become available. Forms cannot be submitted for testing until they are in **final draft** status. Developers may submit final draft forms for approval with the understanding that the legislature may require changes to programs and forms. Developers will be notified if there are changes to a final draft. Depending on the change, developers may need to resubmit the form for approval, or a courtesy copy will be requested noting the change.

A substitute form filed with Treasury that **has not** been approved or cannot be processed through Treasury's mainstream processing systems can delay a refund by up to six weeks. This does not, however, delay the posting of payments arriving with a return. The developer will be contacted for an immediate fix and update of their software.

> **Note:** It is the software developer's responsibility to ensure their software is updated annually, reflecting forms approval.

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FDES communicates all form changes through the National Association of Computerized Tax Processors (NACTP) listserv and the SES.

Contact Information

Send inquiries, completed Form 4430, and form sample submissions for substitute forms to *MIFormsEfile@michigan.gov*.

For questions regarding forms test submissions, call:
517-636-6824

Approval for Substitute Forms

Approvals are granted for **one year only**.

New software developers will be assigned a software developer ID by FDES at the time Form 4430 is received. This ID **must appear** in the lower left corner (first four numbers of the DOC ID Code) on each page of every form produced by the developer's software.

See *"Document Identification Code Specifications"* under each Tax Type for more information and submission standards for all taxes.

Worksheets and instructions are not tested. **Do not** send sample attachments, worksheets, or additional calculations sheets.

If unacceptable substitute forms are used, Treasury may contact the taxpayer directly, advising them that their return was not filed properly. Treasury will also contact the preparer of the unacceptable substitute form and direct them to stop filing this form **immediately**. If the form **was not** approved by FDES, the form(s) should be removed from the developer's software and submitted for approval before taxpayers are able to use the developer's software again and could result in tax preparer's customers being unable to e-file.

If the form was approved by FDES, the approved version should be the version uploaded to the developer's software. If a form contains errors, software developers must:

- Remove the form(s) from their software
- Fix the error
- Retest, if applicable
- Notify FDES when the issue is resolved
- Communicate with customers of the issue and the fix.

FDES may request a courtesy copy or a copy of the communication to customers be submitted to verify the fix has been made.

Tax Types

The available Tax Types include:

- City of Detroit Corporate Income Tax
- City of Detroit Income Tax
- Corporate Income Tax (CIT)
- Fiduciary (FID)
- Individual Income Tax (IIT)
- Michigan Business Tax (MBT)
- Sales, Use and Withholding Tax (SUW)

IMAGED FORMS

Imaged forms are defined as any forms that have a DOC ID Code.

+1111 2019 05 01 27 1

Dev. ID

- The **first** four-digits of this code is the software developer ID. Each software developer is assigned a software developer ID. The software developer ID **must** appear in the lower left corner in **12 point Courier** on **each** page of every form produced by the developer's software.

- The **second** set of numbers is the tax year.

- The **third** set of numbers is the form number.

- The **fourth** set of numbers is the page number of the form (should always be two places).

- The **fifth** set of numbers is Treasury's internal use code (State Code) (should always be the same).

- The last number is the check digit routine number (see "Doc ID Calculation Spreadsheet.")

Forms will be **immediately** rejected if the DOC ID Code is:

- Entered incorrectly (including incorrect page number code)
- Placed in an incorrect location
- In an incorrect font
- Not listed on every page of the form.

Software developers should submit tests for each software product they support. Each software product should be assigned a different developer ID.

When form samples are submitted, these forms should be submitted by tax, in numeric order (see Form 4430 for order) and in separate PDFs by tax.

Electronic submissions ensure a faster turnaround time for feedback.

Submission Format

All imaged forms electronic submissions should be sent to *MIFormsEfile@michigan.gov* with a cover letter attached. The cover letter should include:

- A list of enclosed forms
- Company/Software name
- Contact Name
- Tax Type
- Software Developer code.

Submissions should consist of:

1. One Blank sample
2. One Full filled (all 9s in numeric fields and all "Xs" in alpha fields)
3. One Variety of data fields filled in.

Treasury's requirements as stated, must be met for all preparation, submission, and approval of imaged forms. FDES reserves the right to require the resubmission of any form that does not meet requirements. See examples of image submissions on the SES.

Before submitting forms for approval, verify the following:

- Punctuation in number fields, such as periods and cents (if cents are not on State forms), are not added.
- Field labels are identified in all field boxes. Fields labels are now required in the Name, Address, City, State, etc. fields at the top of all forms.
- Doc ID Codes or any field boxes, such as Social Security number (SSN), must be displayed on all samples submitted and not masked.
- Company Web site is not displayed.
- Field lengths must be the same amount of space as published on Treasury's tax form samples.

Formatting Guidelines

Abbreviations	Always spell out words.
Boxes (fields)	Boxes (fields) cannot be replaced with lines. Developers **must** complete the full four lines to complete the box (field).
Cents	Cent boxes must be entered with "00" if displayed on the State form.
Checkboxes	It is preferred that checkboxes be a minimum of 1/10 inch wide x 1/6 inch high, based on NACTP standards. In all cases, boxes should be uniform in size throughout each form and they cannot touch the line above or below.
Date, Account Numbers (FEIN's), Phone Numbers, and Social Security Numbers	Use a dash (-) to separate the series of numbers. *Do not use parentheses*.
Decimals	Include decimals in percentage fields **only**. Data entered should be four spaces past the decimal. Decimals cannot be entered in the dollar/cents fields.
Design	Each substitute form must follow the design of the official form as to font, style and size, arrangement and format, form number, item captions, line numbers, line references, dot leaders, and sequence. *The form year on the second and following pages should always be listed at the top left corner.*
Fields	The size and length of fields must match the design of Treasury's official form, including spacing between the boxes/lines. *Vertical and horizontal lines should be consistent with Treasury's official form*.
Ink Color	Black ink should be used.
Legibility	All forms must be legible. Treasury reserves the right to reject forms with poor legibility. Always spell out words unless otherwise noted. Do not submit copies of forms.
Line Weight	Line weight must be a minimum of one point, including checkboxes.
Logos	*Do not* reproduce logos on any Michigan tax forms.
Margins	All margins should be half-inch. If the software program prints extraneous taxpayer information, place in the upper left corner below the form number and title. *Do not* print variable data in the top or bottom margins of the form.
Multiple-Page Forms	When organizing multiple page forms, include the entire form with all its pages. Assemble the forms in the correct page number order with all **three** samples together. More than one form sample group can be combined into one PDF.

Numeric Fields	Right justify all numeric fields.
Size	Substitute forms must be the same size as Treasury's official form.
[For Individual Income Tax Only] Taxpayer Identification Area	Fields in this area generally include First Name, Middle Initial, Last Name, Address, and SSN.
Variable Data Font	The preferred fonts/sizes are Arial, Helvetica, or Courier 12, but must not be smaller than 12 point in size. Characters must not touch each other and must not touch vertical or horizontal lines. ***For internal tables (business forms) font may be reduced to 11 point and no lower than 10 point for fit.***
Zero Entries	If a line does not apply to a taxpayer, the line should be left blank; however, an entry must be made on all total lines. If the amount to be reported on a particular total line is zero, enter "0." ***For blank form submissions, if the Treasury official form does not have cents included, do not include.***

DOCUMENT IDENTIFICATION CODE SPECIFICATIONS
2019 Individual Income Tax

A **Document Identification Code** (Doc ID Code) must be printed on all pages of the *Imaged* tax forms. See below for correct format placement on each form.

Form Name	1	Software Developer Code					Tax Year					Form Number			Page Number			State Code			Check Digit
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
MI-1040CR	+	1	2	8	5		2	0	1	9		2	5		0	1		2	7		6
MI-1040CR	+	1	2	8	5		2	0	1	9		2	5		0	2		2	7		4

DOC ID Example

+1285 2019 25 01 27 6

+1285 2019 25 02 27 4

Position 1:	**Target Mark.** The Doc ID Code (Positions 1-21) is preceded by a target mark, which is a "+" (plus sign) at **16 pt.** bold.
Position 2-5:	**Software Developer Code.** Forms, Documentation and E-file Services (FDES) assigns a code number to each developer to be used from year to year. If the code number is less than 4-digits, add zeros to the front of the code number to equal 4-digits.
Position 6:	*Blank space*
Position 7-10:	**Tax Year.** 4-digit tax year to which the form applies.
Position 11:	*Blank space*
Position 12-13:	**Form Number.** 2-digit form number (included on each Michigan form in the Doc ID Code).
Position 14:	*Blank space*
Position 15-16:	**Page Number.** 2-digit page number. Add a zero to the front of single-digit numbers to equal two characters (e.g., page 1 = 01). Maintain page number order for each of the **3** samples submitted.
Position 17:	*Blank space*
Position 18-19:	**State Code.** Enter "27."
Position 20:	*Blank space*
Position 21:	**Check Digit.** Add the value of the odd digits and twice the value of the even digits (ignore spaces), subtract the second digit of the sum from 10 and the result will equal the Check Digit. If the result is **10**, use **0** as the check digit.

DOCUMENT IDENTIFICATION CODE SPECIFICATIONS
2019 City Income Tax
(Detroit)

City Income Tax forms differ in that:

- The form number in the Doc ID Code is a **three-digit code**, which differs from the current two-digit code on **imaged** forms.

A **Document Identification Code** (Doc ID Code) must be printed on all pages of the *imaged* tax forms. See below for correct format placement on each form.

Form Name	1	Software Developer Code					Tax Year				Form Number			Page Number			State Code			Check Digit
	1	2	3	4	5		6	7	8	9	10	11	12	13	14		15	16		17
5118	+	1	3	3	3		2	0	1	9	1	0	1	0	1		2	7		9
5118	+	1	3	3	3		2	0	1	9	1	0	1	0	2		2	7		8

DOC ID Example

+1333 2019 101 01 27 9

+1333 2019 101 02 27 8

Position 1: **Target Mark.** The Doc ID Code (Positions 1-17) is preceded by a target mark, which is a "+" (plus sign) at **16 pt.** bold.

Position 2-5: **Software Developer Code.** Forms, Documentation and E-file Services (FDES) assigns a code number to each developer to be used from year to year. If the code number is less than 4-digits, add zeros to the front of the code number to equal 4-digits.
Blank space

Position 6-9: **Tax Year.** 4-digit tax year to which the form applies.
Blank space

Position 10-12: **Form Number.** 3-digit form number (included on each Michigan form in the Doc ID Code).
Blank space

Position 13-14: **Page Number.** 2-digit page number. Add a zero to the front of single-digit numbers to equal two characters (e.g., page 1 = 01). Maintain page number order for each of the **3** samples submitted.
Blank space

Position 15-16: **State Code.** Enter "27."
Blank space

Position 17: **Check Digit.** Add the value of the odd digits and twice the value of the even digits (ignore spaces), subtract the second digit of the sum from 10 and the result will equal the Check Digit. If the result is **10**, use **0** as the check digit.

DOCUMENT IDENTIFICATION CODE SPECIFICATIONS
2019 Corporate Income Tax and Michigan Business Tax

A **Document Identification Code** (Doc ID Code) must be printed on all pages of the *imaged* tax forms. See for correct format placement on each form (CIT and MBT forms).

CIT

Form Name	1	Software Developer Code				6	Tax Year				11	Form Number		14	Page Number		17	State Code		20	Check Digit
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
4891	+	1	4	4	4		2	0	1	9		1	2		0	1		2	7		5
4891	+	1	4	4	4		2	0	1	9		1	2		0	2		2	7		3

DOC ID Example

+1444 2019 12 01 27 5

+1444 2019 12 02 27 3

MBT

Form Name		Software Developer Code				6	Tax Year				11	Form Number		14	Page Number		17	State Code		20	Check Digit
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
4568	+	1	9	9	9		2	0	1	9		1	5		0	1		2	7		4
4568	+	1	9	9	9		2	0	1	9		1	5		0	2		2	7		2

DOC ID Example

+1999 2019 15 01 27 4

+1999 2019 15 02 27 2

Position 1:	**Target Mark.** The Doc ID Code (Positions 1-21) is preceded by a target mark, which is a "+" (plus sign) at **16 pt.** bold.
Position 2-5:	**Software Developer Code.** Forms, Documentation and E-file Services (FDES) assigns a code number to each developer to be used from year to year. If the code number is less than 4-digits, add zeros to the front of the code number to equal 4-digits.
Position 6:	*Blank space*
Position 7-10:	**Tax Year.** 4-digit tax year to which the form applies.
Position 11:	*Blank space*
Position 12-13:	**Form Number.** 2-digit form number (included on each Michigan form in the Doc ID Code).
Position 14:	*Blank space*

Position 15-16:   **Page Number.** 2-digit page number. Add a zero to the front of single-digit numbers to equal two characters (e.g., page 1 = 01). Maintain page number order for each of the **3** samples submitted.

Position 17:   *Blank space*

Position 18-19:   **State Code.** Enter "27."

Position 20:   *Blank space*

Position 21:   **Check Digit.** Add the value of the odd digits and twice the value of the even digits (ignore spaces), subtract the second digit of the sum from 10 and the result will equal the Check Digit. If the result is **10**, use **0** as the check digit.

DOCUMENT IDENTIFICATION CODE SPECIFICATIONS
2020 Sales, Use and Withholding Tax Forms

A **Document Identification Code** (Doc ID Code) must be printed on all pages of the *imaged* tax forms. See for correct format placement on each form.

Form Name	1	Software Developer Code				6	Tax Year				11	Form Number		14	Page Number		17	State Code		20	Check Digit
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
5080	+	1	7	7	7		2	0	2	0		6	6		0	1		2	7		4
5080	+	1	7	7	7		2	0	2	0		6	6		0	2		2	7		2

DOC ID Example

+1777 2020 66 01 27 4

+1777 2020 66 02 27 2

Position 1:	**Target Mark.** The Doc ID Code (Positions 1-21) is preceded by a target mark, which is a "+" (plus sign) at **16 pt**. bold.
Position 2-5:	**Software Developer Code.** Forms, Documentation and E-file Services (FDES) assigns a code number to each developer to be used from year-to-year. If the code number is less than 4-digits, add a zero to the front of the code number to equal 4-digits.
Position 6:	*Blank space*
Position 7-10:	**Tax Year.** 4-digit tax year to which the form applies
Position 11:	*Blank space*
Position 12-13:	**Form Number.** 2-digit form number (included on each Michigan form in the Doc ID Code).
Position 14:	*Blank space*
Position 15-16:	**Page Number.** 2-digit page number. Add zeros to the front of single-digit numbers to equal two characters (e.g., page 1 = 01). Maintain page number order for each **3** samples submitted.
Position 17:	*Blank space*
Position 18-19:	**State Code.** Enter "27."
Position 20:	*Blank space*
Position 21:	**Check Digit.** Add the value of the odd digits and twice the value of the even digits (ignore spaces), subtract the unit digit of the sum from 10 and the result will equal the Check Digit. If the result is **10**, use **0** as the check digit.

MISCELLANEOUS SUBSTITUTE FORMS

If approval was received in the previous year for a miscellaneous form (see definition below) and the form has not been revised since last approval (see "Rev." date in the top left corner), Software Developers do not need to submit again until form is revised.

Exceptions: There are some miscellaneous forms that are year-specific and updated annually. Some of these forms that must be submitted annually include:

- 1041
- 1041D
- 4763
- 4833
- 5029
- 5049

Miscellaneous forms are defined as any form **without** a Doc ID Code or a scanline.

Only **one** test sample is necessary for submission. The software developer ID **must** appear in the lower-left corner in **12-point Courier** on **each** page of every form produced by the developer's software.

Developers must submit forms for review and receive official approval from Forms, Documentation and E-file Services (FDES) before releasing software to their customers. Developers can e-mail forms to FDES (*MIFormsEfile@michigan.gov*).

ELECTRONIC SUBMISSIONS

All electronic submissions should be sent with a cover letter attached. The cover letter should list the enclosed forms. If submitting more than one form, all pages of each form should be submitted together.

Electronic form submissions, questions, or requests for additional information should be sent to:

MIFormsEfile@michigan.gov