

SD Checklist

Use the SD Checklist to ensure the accuracy of forms submitted.

Barcode:

- (A) Make sure the barcode is generated as a high resolution bitmap.
- (B) Make sure the barcode reads as and is the correct barcode *number* for your company.
- (C) Make sure the barcode *number* is properly placed based on specifications given.
- (D) Make sure the barcode is properly placed based on specifications given.
- (E) Make sure the barcode is the correct size based on specifications given.

Line Geometry:

- (F) Ensure the line geometry matches the required SD or approved trained version.
- (G) Make sure lines are solid, not too thin or too bold. Lines should be consistent throughout.
- (H) Use 1 point thickness for line geometry.

Scanlines and Scan Band:

- (I) Make sure the variable scanband data is in 12 point "Courier".
- (J) Make sure the variable scanline data is in 12 point "Courier".
- (K) Ensure all required data flows into scanband/line to the correct line with correct amount.
- (L) Use the correct *period* end date and check digit from the period ending chart provided.
- (M) Calculate the correct check digit for account identification or SSN/FEIN in the scanline.
- (N) Use the correct *function code* and check digit from the period ending chart provided.
- (O) Populate all yes/no indicators with required response in scanband.

Data and Placement:

- (P) Confirm all data captured fields are included and populated.
- (Q) Confirm money is formatted to two decimals as "0.00" with no commas, right justified.
- (R) Make sure all data fields match length and variable letters shown on the SD Version.
- (S) Make sure all data fields are formatted for the proper alpha/numeric field(s).
- (T) Verify all variable text is correct and in capital letters.

Unchanged Forms/Alignment:

- (U) Confirm data/text placement matches the approved trained version.
- (V) Verify the unchanged form matches the line alignment of the approved trained version.
- (W) Regenerate the barcode to ensure the barcode will scan.

Test Samples:

- (X) Send the correct number and variety of test samples as requested on the form's spec.
- (Y) Verify test samples data match and align with the full field data.
- (Z) Confirm form and/or instructions have the correct revision date.
- (AA) Make sure the current year is hardcoded on applicable forms.
- (BB) List any limitations on the e-mail/header sheet.
- (CC) Format addresses without any punctuation as required.
- (DD) Use the correct postal abbreviations.
- (EE) Make sure print is not too light or too dark and that printing is not skewed.
- (FF) Reproduce bullets, and/or special characters as required for the form.
- (GG) Use the correct prefixes of 999, 900, 666 or 000 for FEINs/SSNs.
- (HH) Send foreign zip code test samples for forms D-400V, D-400V Amended, D-410, D-410P, NC-40 or NC-EDU.
- (II) Verify the form does not have NCDOR logo or invalid symbols when submitting.
- (JJ) Verify the form has no invalid symbols when submitting.