

# E-585

## NONPROFIT AND GOVERNMENTAL ENTITY CLAIM FOR REFUND STATE, COUNTY, AND TRANSIT SALES AND USE TAXES (REVISION 12-7-20)

### CHANGES FOR THE YEAR

- Form E-585 was not updated for 2022.
- If your company reproduced Form E-585 last year, your data placement for the form should match the approved trained version.
- If your company has not reproduced Form E-585, then match the SD version.

#### Production Details:

<b>Approved By Date:</b>	October 28, 2022
<b>Form Period Date Effective:</b>	Period Ending December 31, 2022
<b>For Filing Periods</b>	Period Ending December 31, 2022
<b>Form Placed in Software:</b>	After September 13, 2022
<b>Unchanged/Updated:</b>	Unchanged

### 9-12 TEST SAMPLES REQUIRED:

- 1 Blank
- 1 Full Field
- 7 by PDF or 10 by Mail which must include the following:
  - 1 Semi-Annual for 2022
  - 1 Annual

### BARCODE:

The barcode must read 83101XX017. Replace (XX) with your two-digit Software Developer Identification Number.

Align barcode between Row 27, Column 6-10 and Row 42, Column 6-10. Print the number above the barcode.

### USE:

- 12 point Courier for scanband
- All capital letters for variable text
- Amount due with 0.00 format
- Correct barcode length
- Correct matching line geometry
- Data placement from SD version
- High resolution bitmap for barcode
- Matching alignment between the full field and test samples
- No punctuation or special characters in address field
- Right aligned amount due
- Various ID numbers using the prefixes of 999, 900, 000 or 666 for FEINs/SSNs

## BARCODE DIMENSIONS:

- BARCODE LENGTH MUST MEASURE MORE THAN 2 5/8" BUT LESS THAN 2 3/4" FOR NEW SOFTWARE PROVIDERS
- IF YOUR COMPANY SUPPORTED THIS FORM FOR 2021, DO NOT UPDATE THE ALIGNMENT, PLACEMENT OR BARCODE DIMENSIONS ON YOUR 2022 UNCHANGED FORM
- SYMBOLOGY CODE 39
- DENSITY 4.18 CPI
- HEIGHT 0.500
- HIGH RESOLUTION BITMAP FOR BARCODES
- RATIO 3:1

## TEST SAMPLES:

- IF YOUR COMPANY SUPPORTED THIS FORM FOR 2021, DO NOT SHIFT VERBIAGE AND LINE NUMBERS ON YOUR 2022 UNCHANGED FORM TEST SAMPLES
- PLEASE NOTE: BLANK AND FULL FIELD COPIES ARE REQUIRED BUT ARE NOT CONSIDERED TEST SAMPLES
- IF SENDING IN BY EXPRESS MAIL, PLEASE SEND ADDITIONAL TEST SAMPLES AS REQUIRED
- USE THE FIELD DESCRIPTION FORMATTING FOR PLACEMENT OF VARIABLE DATA
- INCLUDE ONE TEST SAMPLE EXCEEDING \$999.00
- INCLUDE ONE TEST SAMPLE WITH AN ANNUAL FILING PERIOD
- USE A DIFFERENT AMOUNT FOR EACH FIELD
- ENSURE EACH LINE IS POPULATED ACROSS REQUIRED TEST SAMPLES

PROPOSED VARIETY OF E-585 TEST SAMPLES							
TEST SAMPLE:	1	2	3	4	5	6	7
FILING FREQ	SEMI	ANNUAL	SEMI	ANNUAL	SEMI	ANNUAL	SEMI
P/B	07 01 22	01 01 23	01 01 23	10 01 22	01 01 23	11 01 22	07 01 22
P/E	12 31 22	12 31 23	06 30 23	09 30 23	06 30 23	10 31 23	12 31 22
NE	Y	N	Y	N	Y	N	Y
GE	N	Y	N	Y	N	Y	N
NTEEN	G61	A23	F42	F53	F33	F22	F21

**Placement of Variable Data**

Print Line Number	Identification	Begin Print Position	Maximum Field Length	End Print Position	Field Description
7	Account ID	17	9	25	Numeric; No dashes Print number consecutively
8	FEIN	17	9	25	Numeric; No Dashes Print Number Consecutively
8	Period Beginning	47	10	56	Numeric; No Punctuation Period Beginning. Ex. 01 01 23
8	Period Ending	68	10	77	Numeric; No Punctuation Period Ending. Ex. 06 30 23
10	Legal Name	8	40	47	Alphanumeric
10	County	67	12	78	Alpha; Taxing County
11	Mailing Address	8	35	42	Alphanumeric
11	City	45	20	64	Alpha
11	State	67	2	68	Alpha
11	Zip Code	74	5	78	Numeric; 5-digit zip code
14	Name of Person First Name	8	16	23	Alpha
14	Name of Person Middle Initial	26	1	26	Alpha
14	Name of Person Last Name	29	16	44	Alpha
14	Contact Telephone	47	10	56	Numeric; No dashes Print number consecutively
14	National Taxonomy of Exempt Entities No.	61	3	63	Alphanumeric
19	Legal Name	6	10	15	Alphanumeric 1st 10 Characters of Legal Name
19	Account ID	21	9	29	Numeric; No Dashes Print number consecutively
19	FEIN	35	9	43	Numeric; No Dashes Print number consecutively
19	Nonprofit Entity	48	2	49	NE
19	Nonprofit Entity	53	1	53	Alpha; Y or N Y: Yes N: No

19	Governmental Entity	58	2	59	GE
19	Governmental Entity	63	1	63	Alpha; Y or N Y: Yes N: No
19	NTEEN	69	5	73	NTEEN
19	NTEEN	78	3	80	Alphanumeric
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21	Line 02S	06	3	08	02S
21	Line 02S	11	11	21	Numeric; with .00
21	Line 03S	26	3	28	03S
21	Line 03S	31	11	41	Numeric; with .00
21	Line 05S	46	3	48	05S
21	Line 05S	51	11	61	Numeric; with .00
21	Line 08B	65	3	67	08B
21	Line 08B	71	10	80	Number; with .00
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23	Line 02C	06	3	08	02C
23	Line 02C	11	11	21	Numeric; with .00
23	Line 03C	26	3	28	03C
23	Line 03C	31	11	41	Numeric; with .00
23	Line 05C	46	3	48	05C
23	Line 05C	51	11	61	Numeric ; with .00
23	Line 08C	65	3	67	08C
23	Line 08C	71	10	80	Numeric: with .00
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25	Line 04S	26	3	28	04S
25	Line 04S	31	11	41	Numeric; with .00
25	Line 07	46	2	47	07
25	Line 07	51	11	61	Numeric; with .00
25	Line 08D	65	3	67	08D
25	Line 08D	73	8	80	Numeric; with .00
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27	Line 04C	26	3	28	04C
27	Line 04C	31	11	41	Numeric; with .00
27	Line 08A	46	3	48	08A
27	Line 08A	53	9	61	Numeric; with .00