

**STATE OF VERMONT DEPARTMENT OF TAXES**

**SCAN SPECIFICATIONS**

**FOR**

**Business and Trust Taxes**



## **PURPOSE**

To streamline the capture of tax return information and to provide better service to taxpayers, the Vermont Department of Taxes (hereinafter Department) has designed its tax forms to conform to requirements for scanning and imaging. The optimum service is achieved when the system processes official forms which the Department designs and issues to taxpayers and preparers.

The Department must define guidelines and requirements for companies that develop substitute forms and software programs in order to ensure that these forms are processed as efficiently as possible, customer service is maintained, and reducing delays in processing. **Taxpayers or preparers who file on unapproved forms, or who file on approved forms but have incorrect or missing account data, may be charged a \$25.00 “manual processing” fee (See 32 V.S.A. §3204).**

## **PHOTOCOPIES**

The use of photocopied forms will delay the processing of the tax return. We strongly advise against submitting photocopied forms. Instead, please use Department-issued forms or pre-approved substitute forms.

## **PAPER AND INK**

Paper for substitute forms must be at least 20 lb. white stock and the same size as the Department's original (8 ½ x 11 unless otherwise specified).

Forms must be the same size as the officially printed forms.

Software must inform taxpayers to submit originally printed forms for processing.

## **BARCODE - GENERAL**

All scannable Vermont tax forms have been given an 11-character alpha/numerical code which has been converted into a scannable 36 point "Code 39" barcode. The barcode is 2-3/8" long by 1/2" high and appears in the upper right-hand corner of the form with Arabic numbers beneath. Each page of a given form will be assigned a different barcode. (See sample barcode below.)

The barcode is specific not only to the form but also to the vendor that created the form. It is the responsibility of the vendor to obtain a vendor ID number for use in the barcode prior to submitting forms for approval. Each vendor who creates forms must use its own vendor code in the barcode for each tax form. (See **Vendor Codes** on page 4 for more information.)

All barcodes include the year (either tax year or year of revision as decided by the Department), form number, version, page, and vendor ID number. **The barcode is part of the blank form and does not change until the Department changes the form.** The barcode must be printed on each page of every form. All barcodes must be at least 1/2" tall and placed in the upper right-hand corner of the form. The barcode must be at least 1/2" from the top of paper and at least 1/2" from the right side of paper. There must be a 1/4" minimum clearance (blank space) to the left and bottom of the barcode.

## **BARCODE - SPECIFICATIONS**

The 11-character barcode begins with a start code, continues with nine alpha/numeric characters, and ends with a stop code. *Example:* \*191611100\* is broken down as

\* 19 161 1 1 00 \*

*	is the START CODE
19	is the YEAR the form was designed or TAX YEAR
161	is the FORM number
1	is the VERSION number
1	is the PAGE number (1 = front of form, 2 = back of form)
00	is the VENDOR number
*	is the STOP CODE

The YEAR remains the same until the Department revises the form in any subsequent calendar year.

The VERSION number will be used if the Department revises the form within the same calendar year as the year code or for vendors with two different programs producing the same form in the same year.

The VENDOR number is assigned to any company that creates forms or software to generate substitute forms. Vendor numbers 00 and 99 are reserved for the Department.

The numerical example above converts into this barcode:



\* 1 9 1 6 1 1 1 0 0 \*

**NOTE:** Numbers beneath the barcode must have a space between each digit in Courier or Courier New 12 pt. font.

## **VARIABLE DATA FIELDS**

**USE COURIER or COURIER NEW 12 POINT FONT FOR ALL DATA FIELDS.**

**DO NOT** print internal codes, date/time stamps, distribution information, etc. above the barcode or title of the form.

**Alpha characters** must be in **UPPERCASE** only.

## **SUBMITTING FORMS FOR APPROVAL**

When submitting forms for approval, please submit one blank form, one full-field form and four

sample data forms with different data on each sample. Please include your e-mail address in your cover letter. We will give approval/disapproval via e-mail.

**Blank forms** contain no variable data and should have a barcode where applicable.

**Sample data forms** appear as if they were a filed return. Each sample should contain realistic data and be for a different taxpayer (do not send four samples containing the exact same information).

**Full-field forms** contain information in all fields. Each field must be filled with numbers and/or letters to show the maximum field length (i.e., a numeric field should contain numbers, not letters). In the case of “check one box,” only one box needs to be checked.

The sample forms should be sent to:

**(via UPS, FedEx, DHL, etc., use:)**

Ann Lane, Vendor Liaison  
Vermont Department of Taxes  
133 State Street  
Montpelier, VT 05633-1401

**(via US Mail, use:)**

Ann Lane, Vendor Liaison  
Vermont Department of Taxes  
PO Box 429  
Montpelier, VT 05601-0429