



Rhode Island Department of Revenue

Division of Taxation

RHODE ISLAND DIVISION OF TAXATION FORM SPECIFICATIONS

TAX YEAR 2016

Effective tax year 2016:

- Vendors will be required to register with the Rhode Island Division of Taxation (“Taxation”) in order to submit forms for approval. Registration is required for MeF, 2D, form, voucher and OCR scan line approvals.
- Taxation will no longer be reviewing paper forms for content – i.e. line references and typos. It will be the responsibility of the vendor to pay close attention to the form content on posted drafts, and subsequent final versions, in order to reproduce Rhode Island state tax forms.
- Taxation will be concentrating our efforts on ensuring the proper formatting and placement of data on the forms.
- Vendors will be able to submit forms for approval while the state form is still in draft mode. However, draft or preliminary forms may not be released to the public prior to state approval. Releasing forms in draft mode may result in taxpayer forms being rejected by Taxation.
- Draft versions will be posted on the Software Developers page of Taxation’s website.
- There will be a notation next to each form indicating when that particular form may be submitted for approval.
- All vendor submissions should be sent to Tax.VendorForms@tax.ri.gov. In the subject line of your email put “Vendor Submission – Vendor #XXXX”. Replace the “XXXX” with your NACTP vendor ID number.

General

Software developers must comply with the required specifications within this document for each form to be considered approved for use. Do not provide draft or preliminary forms to the public prior to approval. Failure to follow the specifications may result in completed tax forms submitted by the public, being rejected by the Rhode Island Division of Taxation.

If a 2D layout is available for a form, software developers must support the 2D barcode.

Formatting for forms with a 2D layout should follow 2D requirements if they differ from 1D requirements.

You will also not be able to receive paper form approval unless your 2D submission has been approved.

Vendor Registration

Each year, vendors will be required to submit a registration application prior to, and in order to, be able to submit forms for approval.

Send your completed registration form to Tax.VendorForms@tax.ri.gov . In the subject line of your email put “Vendor Registration Form – Vendor #XXXX”. Replace the “XXXX” with your NACTP vendor ID number.

A confirmation email will be sent once registration is complete.

Software Developers Information Page

Draft forms will be posted on the Software Developers page of Taxation’s website.

http://www.tax.ri.gov/misc/software_developers.php

Forms will be organized by tax type and will include the date the form was posted or most recently updated.

Forms containing a 1D barcode will also have a gridded version of the form posted. These gridded versions will show the exact location of each field on the form. Do not rely on these gridded versions for anything other than data formatting and placement. These versions may not be updated unless changes affect formatting or placement.

Registered vendors will be able to submit draft forms for approval as soon as forms are marked READY FOR TESTING.

Approval Process

Forms may be submitted for approval once it is noted on the Software Developers page that the form is ready for testing. A form that is approved while still in draft mode does not need to be resubmitted when the state form is finalized unless you are notified to do so.

With the exception of forms containing an OCR scan line, all forms should be submitted via email in PDF format.

Submit all pages of the same form at the same time. The subject line of the email should include your NACTP Vendor ID, form name, and whether or not it is an initial submission or a resubmission.

Example: Vendor #9999 – RI-1040 – Original Submission

Voucher forms containing OCR scan lines must still be submitted by mail. They must be sent to:

RI Division of Taxation
Forms, Credits & Incentives Section
One Capitol Hill
Providence, RI 02908

Submission Requirements

When submitting forms, you must include a main form with any secondary forms or schedules.

For example, if you are submitting Schedule CR, you must also submit Form RI-1040 or RI-1040NR. If submitted without the main form, forms or schedules that populate a main form, will be held until the main form is submitted.

Unless noted otherwise on the Division of Taxation’s website, the following form series must be submitted annually for approval:

- 1040 Series
- 1040NR Series
- 1040C Series
- 1041 Series
- 1096PT Series
- 1120 Series
- Estate Tax Series
- Other Business Series (T-71, T-71A, T-72, T-74, T-86)

Submit two samples with “real” data. Make sure that between the two samples you have submitted forms with data on each line of the return. Also, submit a sample that has each line filled in.

Other barcoded forms – Annual Approval Not Required:

Once you have received approval for these forms, you do not need to resubmit again unless the form changes. If changed, the new version will be placed on the Software Developers page on Taxation’s website and it will be noted that the new version must be submitted for approval.

Please note that approval for these forms may be delayed for the testing of forms required to be approved on an annual basis.

| | | | | |
|---------|----------|------------|---------|---------|
| ABWM | CIG-APP | HCP-64 | RI-2848 | T-11 |
| ARS-D | C-REF-SU | HCP-65 | RI-4292 | T-11A |
| ARS-R | CSO-1 | HTC-8016 | RI-433A | T-12 |
| BAR | CSO-2 | HTC-V-2013 | RI-433B | T-59 |
| BCT-1 | CVYT-1 | LOGS | RI-4506 | T-63 |
| BD-01 | E911 | MFT-1 | RI-5000 | TOB-APP |
| BD-APP | EMP-APP | MFT-APP | RI-656 | TPO-1 |
| BUS-EST | EMP-B | MFT-DB | RI-8478 | TPO-3 |
| BUS-EXT | EPRF-1 | MFT-EB | RI-9465 | UORF-1 |
| BUS-V | EXO-APP | MFT-EP | RI-COI | |
| CCS-67 | HCP-4 | RI-1310 | SIM-1 | |
| | | | SLB-EST | |

Non Barcoded forms – Approval Not Required:

These forms DO NOT need to be submitted for approval. Versions will be placed on the Software Developers page on Taxation’s website for reference ONLY.

| | |
|-------------------------------------|------------------------------------|
| W-4 | 71.3 Acknowledgement |
| 1040C-NE | 71.3 Intent to File Notice of Sale |
| 71.3 Nonresident Election of Gain | 71.3 Notice of Sale |
| 71.3 Certificate of Withholding Due | 71.3 Affidavit of Exempt Seller |
| 71.3 Remittance | |

Form Submission for Approval

The entire form packet will be reviewed for the following:

- Target placement
- Data placement

- Font type and size
- Barcode and spacing requirements
- How the forms perform in our integrated tax system on a field by field basis.

Once the form packet is reviewed, you will receive an email notification identifying whether or not the form is approved or rejected. If rejected, Taxation will explain how the form needs to be changed. Resubmission is required.

Form Resubmission (if required)

Resubmissions follow the same requirements as initial submissions. **All** pages of the form must be re-submitted, even if there was no change to a certain page.

1D Barcode Guidelines

1D Barcode Specifications

1D barcodes must be formatted using the following specifications:

- Code 3 of 9
- Width: 2.5477 in
- Height: 0.50 in (This includes the numbers located below the barcode.)
- The barcode should contain 14 digits. Refer to each form for the specific barcode value for each form and page.
- The numbers below the barcode should be in Courier or Courier New font, 10 pt.
- There must be at least ¼ inch of white area around each side of the barcode.

14 digits = YYFFFCCCVVPP

YY – revision year

FFFF – form number

CCCC – NACTP vendor code

VV – version number

PP – page number

Barcode location for letter size, portrait oriented forms:

- x: 4.75 in
- y: 0.50 in
- Width: 2.5477 in
- Height: 0.50 in (This includes the numbers located below the barcode.)

Barcode location for letter size, landscape oriented forms:

- x: 7.25 in
- y: 0.50 in
- Width: 2.5477 in
- Height: 0.50 in (This includes the numbers located below the barcode.)

Barcode location for coupon sized forms (unless noted otherwise on the form):

- x: 4.75 in
- y: 7.833 in
- Width: 2.5477 in
- Height: 0.50 in (This includes the numbers located below the barcode.)

Specific formats are required on all substitute tax forms due to the conditions set by our scanning and data entry software. Failure to follow formatting and spacing requirements will result in submissions being rejected and having to be resubmitted until correct.

Anchors

- Pages containing a 1D barcode must contain four anchors – 1 in each corner of the form, unless noted otherwise.
- Each anchor must be 0.25 inches tall x 0.25 inches wide
- Each anchor should be solid black

 Full-size form – 8 ½ x 11 sheet – portrait orientation

- Top, left anchor location: 0.5 inches from the left, 0.5 inches from the top (X=0.5, Y=0.5)
- Top, right anchor: 0.5 inches from the right, 0.5 inches from the top (X=7.75, Y=0.5)
- Bottom, left anchor: 0.5 inches from the left, 0.5 inches from the bottom (X=0.5, Y=10.25)
- Bottom, right anchor: 0.5 inches from the right, 0.5 inches from the bottom (X=7.75, Y=10.25)

 Full-size form – 8 ½ x 11 sheet – landscape orientation

- Top, left anchor location: 0.5 inches from the left, 0.5 inches from the top (X=0.5, Y=0.5)
- Top, right anchor: 0.5 inches from the right, 0.5 inches from the top (X=10.25, Y=0.5)
- Bottom, left anchor: 0.5 inches from the left, 0.5 inches from the bottom (X=0.5, Y=7.75)
- Bottom, right anchor: 0.5 inches from the right, 0.5 inches from the bottom (X=10.25, Y=7.75)

Coupon-size form – portrait orientation

- Top, left anchor location: 0.5 inches from the left, 0.5 inches from the top (X=0.5, Y=7.833)
- Top, right anchor: 0.5 inches from the right, 0.5 inches from the top (X=7.75, Y=7.833)
- Bottom, left anchor: 0.5 inches from the left, 0.5 inches from the bottom (X=0.5, Y=10.25)
- Bottom, right anchor: 0.5 inches from the right, 0.5 inches from the bottom (X=7.75, Y=10.25)

Grid & Line Spacing

Grid:

6 x 10 character

6 rows per vertical inch (pica spacing)

10 characters or columns per horizontal inch (10-pitch spacing)

All grids should be printed on 8 ½ x 11 paper.

When printing make sure the “shrink to fit” option is not selected and page scaling is set to “none”.

First vertical printable line: Row 4

Last vertical printable line: Row 64

First horizontal printable line: Column 6

Last horizontal printable line: Column 80

Data fields must comply with the grid spaces allocated.

Barcode must comply with the grid spaces allocated.

Spacing:

Main tax forms and vouchers: Fields and spacing are defined on the grid. See documents.

Data Capture on Forms

1040 Series

1040: Pages 1 and 2 will be data captured

1040H: Page 1 and PTIN and preparer check box on page 2 will be data captured

1040MU: Will be data captured

1040NR: Pages 1 and 2 will be data captured

1040NR – Schedule II: Page 1 only will be data captured

1040NR – Schedule III: Pages 1 and 2 will be data captured

1040NR-MU: Will be data captured

Schedule CR: Will be data captured

Schedule M: Pages 1 and 2 will be data captured

Schedule U: Will be data captured

Schedule W: Will be data captured

2210: Only the “Farmer/Fisherman” and “Annualization” check boxes will be data captured

2210A: Will be imaged only.

1040C Series

1040C: Page 1 and PTIN and contact preparer check box on page 2 will be data captured
2210C: Check box only will be data captured
4868C: FEIN, dates and amount paid will be data captured
1040C-V: FEIN, dates and amount paid will be data captured
1040C-ES: FEIN, dates and amount paid will be data captured

1041 Series:

1041: Page 1 and PTIN and contact preparer check box on page 2 will be data captured
1041MU: Will be data captured
1041 Schedule CR: Will be data captured
1041 Schedule M: Will be data captured
1041 Schedule U: Will be data captured
1041 Schedule W: Will be data captured

1096PT Series

RI-1096PT: Page 1 will be data captured; Only PTIN and contact preparer check box on page 2 will be data captured
4868PT: FEIN, dates and amount paid will be data captured
1096V: FEIN, dates and amount paid will be data captured
1096PT-ES: FEIN, dates and amount paid will be data captured
2210PT: Check box will be data captured
1099PT - Will not contain a barcode and will be imaged only

Other Business Series:

T-71: Pages 1 and 2 will be data captured.
T-71A: Pages 1 and 2 will be data captured. Page 3 will be imaged only.
T-72: Pages 1 and 2 will be data captured.
T-74: Pages 1 through 3 will be data captured.
T-86: Page 1 will be data captured.
SLB-EST: FEIN, dates and amount paid will be data captured
BUS-EST FEIN, dates and amount paid will be data captured
BUS-EXT: FEIN, dates and amount paid will be data captured
BUS-V: FEIN, dates and amount paid will be data captured

1120 Series

1120C: Pages 1 through 4, with the exception of Schedules D, E and F, will be data captured
Schedule CRS: Will be data captured
1120S: Pages 1 through 3 with the exception of Schedules D, F, G and H will be data captured
Q-Sub Schedule: Will be data captured
1065: Pages 1 through 3 with the exception of Schedules D, F, G and H will be data captured
2220: Will be imaged only.
1120F: Pages 1 through 3 will be data captured
Schedule S: Will be data captured
1120-POL: Will be data captured
CR-PT: Will be imaged only

Estate Tax Series

100: Pages 1 and 2 will be data captured.

100A: Only Pages 1, 2 and 3 will be data captured. The rest of the form will be IMAGE ONLY.

ESTATE-V: Will be data captured

RI-4768: Will be data captured

T-77: Only the name of the City/Town will be data captured

T-79: Will be imaged only

IT-95: Will be imaged only

Credit Forms

There will be no data capture on these forms, but the barcode will be tested to make sure it properly identifies the credit form.

RI-2441

RI-3468

RI-7695E

RI-2874

RI-5009

RI-8826

RI-2949

RI-6324

RI-9261

Forms Designated as White Mail

Only the social security number or federal identification number will be data captured from each of these forms.

RI-2848

RI-4506

RI-433A

RI-5000

RI-433B

RI-656

Forms Designated as IMAGE ONLY

No information will be data captured off of these forms. Barcode must read as "IMAGEONLY" and will not contain the vendor's NACTP number.

RI-107

RI-2210A

RI K-1 – pages 1 and 2

Form 100A – pages 5 – 22

RI-1040NR, Schedule II, page 2

RI-6238 – Page 2

Other barcoded Forms: Fields and spacing are defined on a 6x10 grid - coordinates are identified on the 2016 form documents. We only capture a few fields on each form. The remainder of the text and data fields on these documents will not be reviewed, as we do not capture the data.

Non-barcoded Forms: Must appear similar to the original form; data is not captured from these forms, so they do not need to be submitted for approval.

Font Size

Field Data: Font and size - Courier or Courier New, 12 or 10 pt. Upper case letters only.

Form Text: Vendor choice, but must appear similar to original form and easy to read.

Ensure that end-users cannot change font size of the data they enter on the forms.

Margin Requirements

There must be a ½ inch margin on all sides of each page of each scanned form.

Paper Size

Reproduced or substitute forms must be the same size as the official forms and should be printed on 8 1/2 inch x 11 inch paper.

Reproduced or substitute coupons must be the same size as the official forms and should be printed on 8 1/2 inch x 3 11/16 inch paper.

Ink Color

Variable data and text should be printed in black ink.

Shading

The color of the boxes on the forms is set to 15% shading.

If you are unable to produce this degree of shading, you may remove the shaded box (any text inside must remain).

Lines

The color of the lines on the forms is set to 15% shading.

If you are unable to produce this degree of shading, you may remove the lines.

Printing Requirements

Software must inform taxpayer to:

Send the originally printed form, not a photocopy, for processing. Photocopies will not be accepted.

Use black ink only.

Some printers may distort PDF files. To prevent printing problems, print settings should have **no scaling** and “Portrait” checked. If possible set the print setting & do not allow user to change.

Taxpayer should not be able to change font style or font size.

Do not print instructional pages that are attached to supplemental forms.

Suggest that users print forms using Adobe.

Vendors are required to print the voucher at the top of the page with any instructions on the bottom portion of the page, below the voucher.

Formatting of Data

Use upper case letters in ALL fields that contain alphabetical entries.

Social security numbers and federal identification numbers:

- Complete identification number
 - Identification numbers cannot be masked and users should not have an option to mask them

Dates fields:

- o All date should be formatted as MM/DD/YYYY.
- o Correct format: 01/01/2014

State fields:

- o Input the state abbreviation only

ZIP codes:

- o 5 digits only

Telephone numbers

- o Telephone and fax numbers should be formatted as (999) 999-9999

Percentages

For the following forms carry out to four decimal places

- Include leading zero
- 0.1234

| | | |
|--------|-----------|--------|
| 1040 | 1040NR | 1040C |
| 1040MU | 1040NR-MU | 1096PT |

For the following forms carry out to six decimal places

- Include leading zero
- 0.123456

| | | |
|----------|---------|------|
| RI-1120C | RI-1065 | T-72 |
| RI-1120S | T-71 | T-74 |

Dollar amounts

Do not use or allow commas in amount fields.

Do not use or allow dollar or cent symbols.

Negative numbers must be indicated by a hyphen “- “, before the amount. Do not use parentheses or brackets as negative indicators.

Do not replicate the % sign at the end of a percentage amount.

Two zeros are required on all currency fields in the cents column. If amounts cannot be formatted this way upon generation, then zeros should be preprinted. Quantity fields should not contain the two zeros.

All amounts filled in on forms should be rounded to the nearest dollar. Drop amounts under 50¢ and increase amounts that are 50¢ or more to the next dollar.

Example: \$203.39 becomes 203 00
 \$203.59 becomes 204 00

Use either a vertical line, a blank space or, if the form is supporting a 2D barcode, a decimal to separate the dollars and cents.

Example: \$125.00 becomes 125 00

Dollar amount entries must not include dollar or cent symbols or commas.

Example: \$2,033.00 becomes 2033 00

Payment vouchers

Dollar amounts should be rounded to the nearest dollar.

Populate cents with 00

Use either a vertical line or a blank space to separate the dollars and cents.

You may use a decimal point ONLY on forms with an OCR scanline (see OCR Scan Line Guidelines below).

Example: \$125.00 becomes 125 00 or 125.00

Dollar amount entries must not include dollar or cent symbols or commas.

Example: \$2,033.00 becomes 2033 00

Additional Schedules or Worksheets – Non-RI Supported

If your software package generates worksheets or schedules that are not Rhode Island issued, you must include the "IMAGEONLY" barcode on the top of each page. The location would be the same as other 1D barcodes.

By doing this, the additional schedules and worksheets can be submitted with paper returns without causing issues delays in the processing of returns generated by your software package.

1D Barcode Voucher Form Specifications

If included on the state form, instructions are required to be printed on the voucher form.

Important:

Do not alter the size of vouchers

Do not print the due date in the period ending date field. This causes payments to stop for manual review.

OCR Scan Line Guidelines

OCR Scan Line Voucher Form Specifications

If included on the state form, instructions are required to be printed on the voucher form.

Vendor NACTP number should be printed in lower left hand corner of coupon if space available.

Form Size: 3 2/3 " +/- 1/16" height by 8" +/- 1/8" width

Font Size: OCR-A, 10 characters per inch

Scan Line:

Clear band for scan line must be 3/8" wide with scan line CENTERED top to bottom within clear band
Scan line must be 2 7/8 " +/- 1/8" from the BOTTOM of the form
Scan line must end 4 1/2" +/- 2/10" from the RIGHT EDGE of the form

CAR (Courtesy Amount Read) Line Specifications:

Dollar sign must be in OCR-B font, size 16 or 18.
Dollar signs with "Total Due" must be in black.
All other dollar signs must be in white.
Decimal points must be in white.
Any shaded area on a form must be in drop-out ink, or omitted.
If omitted, the white dollar signs and decimal points should also be omitted.
There must be at least 1/4 " from the right edge of the last box.
The total width of the CAR line from the left edge of the dollar sign to the right edge of the last box, must not exceed 2 1/4"

Breakdown of OCR Scan Line:

STM98201611111111100

1st two characters represent the tax type. In this case, sales tax.

- Sales tax = ST
- Withholding tax = WT
- Corporate tax = CT
- Personal income tax = IT
- Meals and Beverage = MB
- Prepaid Wireless = PW
- Hard to Dispose = HD
- Hotel = HO

3rd character represents the filing frequency. In this case, monthly.

- Monthly = M
- Quarterly = Q
- Quarter-monthly = W

Or

- Estimate = E

4th and 5th characters represent the filing period.

Monthly filers:

| | | | |
|---------------|------------|----------------|---------------|
| January = 01 | April = 04 | July = 07 | October = 10 |
| February = 02 | May = 05 | August = 08 | November = 11 |
| March = 03 | June = 06 | September = 09 | December = 12 |

| | | | | | | | |
|----------|----|-------|----|-----------|----|----------|----|
| January | 01 | April | 04 | July | 07 | October | 10 |
| February | 02 | May | 05 | August | 08 | November | 11 |
| March | 03 | June | 06 | September | 09 | December | 12 |

Quarterly filers:

| | | | |
|-------------------|------------------|------------------|-----------------|
| Ending March = 01 | Ending June = 02 | Ending Sept = 03 | Ending Dec = 04 |
|-------------------|------------------|------------------|-----------------|

Quarter-monthly filers (Withholding Tax ONLY):

| | | | |
|---------------------|------------------|-------------------|---------------------|
| January 1-7 = 01 | April 1-7 = 13 | July 1-7 = 25 | October 1-7 = 37 |
| January 8-15 = 02 | April 8-15 = 14 | July 8-15 = 26 | October 8-15 = 38 |
| January 16-22 = 03 | April 16-22 = 15 | July 16-22 = 27 | October 16-22 = 39 |
| January 23-31 = 04 | April 23-30 = 16 | July 23-31 = 28 | October 23-31 = 40 |
| February 1-7 = 05 | May 1-7 = 17 | August 1-7 = 29 | November 1-7 = 41 |
| February 8-15 = 06 | May 8-15 = 18 | August 8-15 = 30 | November 8-15 = 42 |
| February 16-22 = 07 | May 16-22 = 19 | August 16-22 = 31 | November 16-22 = 43 |
| February 23-28 = 08 | May 23-31 = 20 | August 23-31 = 32 | November 23-30 = 44 |
| March 1-7 = 09 | June 1-7 = 21 | Sept 1-7 = 33 | December 1-7 = 45 |
| March 8-15 = 10 | June 8-15 = 22 | Sept 8-15 = 34 | December 8-15 = 46 |
| March 16-22 = 11 | June 16-22 = 23 | Sept 16-22 = 35 | December 16-22 = 47 |
| March 23-31 = 12 | June 23-30 = 24 | Sept 23-30 = 36 | December 23-31 = 48 |

6th through 9th characters represent the tax year. In this case, 2016.

10th through 18th characters represent the taxpayer identification number. This could be a social security number or a federal employer identification number.

19th and 20th characters are the two digit extension for the taxpayer identification number. In this case, 00. For personal income tax purposes, these characters will always be 00.

Following are the OCR scan lines specs for each coupon form. The specs are split into two tables. The first table contains the OCR scan line specs for forms that when filed will be mailed to the PO Box specified on the coupon. The second table contains the OCR scan line specs for forms that when filed will be mailed to Taxation's One Capitol Hill address.

Forms to be filed using the PO Box specified on the coupon

| Form Name | OCR Scan Line |
|--|----------------------|
| STM – Sales Tax Monthly Return | STM09201611111111100 |
| STQ – Sales Tax Quarterly Return | STQ01201611111111100 |
| PWTM – Prepaid Wireless Tax Monthly Return | PWM07201611111111100 |
| PWTQ – Prepaid Wireless Tax Quarterly Return | PWQ02201611111111100 |
| WTM – Withholding Tax Monthly Return | WTM08201611111111100 |
| WTQ – Withholding Tax Quarterly Return | WTQ01201611111111100 |
| WTQM – Withholding Tax Quarter-Monthly Return | WTW17201611111111100 |
| W3 – W2 Withholding Reconciliation | WTM99201611111111100 |
| ITE – Personal Income Tax Quarterly Estimate | ITE02201611111111100 |
| 4868 – Personal Income Tax Extension Payment | ITA05201611111111100 |
| 1040V – Personal Income Tax Voucher Payment (R & NR) | ITV06201611111111100 |
| 1120ES – Corporate Tax 1 st Estimated Payment | CTE01201711111111100 |
| 1120ES – Corporate Tax 2 nd Estimated Payment | CTE02201711111111100 |

| | |
|--|-----------------------|
| 1120V – Corporate Tax Voucher Payment | CTR012016111111111100 |
| 7004 – Corporate Tax Extension Payment | CTX012016111111111100 |
| HEALTH CARE PROVIDER RETURN – NURSING FACILITIES | HTN012016111111111100 |
| HEALTH CARE PROVIDER RETURN – GROUP HOMES | HTG012016111111111100 |

In some cases, the OCR scanline will also include 4 additional characters representing renewal fees:

Sales tax permit renewal = 1000

Cigarette license permit renewal = 2500

| Form Name | OCR Scan Line |
|--|---------------------------|
| Sales Tax Renewal – Monthly filer | STM9820161111111111001000 |
| Sales Tax Renewal – Quarterly filer | STQ9820161111111111001000 |
| Cigarette Permit Renewal – Monthly filer | STM9720161111111111002500 |
| Cigarette Permit Renewal – Quarterly filer | STQ9720161111111111002500 |

Forms to be filed using Taxation’s One Capitol Hill address

| Form Name | OCR Scan Line |
|---|-----------------------|
| MBM – Meals & Beverage Tax Monthly Return | MTM092016111111111100 |
| MBQ – Meals & Beverage Tax Quarterly Return | MTQ022016111111111100 |
| HTDM-W – Hard-to-Dispose Material (Wholesale) | HDM032016111111111100 |
| HOM – Hotel Monthly Return | HOM012016111111111100 |

Checklist for Submitting Substitute Forms

- Enclose submission sheet with each submission
- A submission sheet should only contain forms from one tax type – do not mix tax types
- Submission includes one full field sample, two data samples, and all pages of the form
- Targets are solid black and placed correctly
- There is a ½ inch margin on all sides of each page
- Font size is correct
- Special characters are not placed within SSNs, FEINs, zip codes, and percentage fields
- Barcode is printed correctly and has at least ¼ inch whitespace on all sides