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— **Bottom Margin Registration Marks** (For all forms)

- Use a .25 (1/4) line weight rule at print line 62, at position 6 through 28; and at position 58 through 80. (**Note:** If your company cannot program a .25 (1/4) line weight rule, use a 1-point rule for these positions.)
- Use a 2-point rule (bold) at print line 62, at position 31 through 35 and position 51 through 55.
- A vertical bold line (2-point rule) at vertical position 35 (between 35/36) and 50 (between 50/51) at print line 62; end at print line 63.

 **CTP ID** (For all forms)

- The CTP ID must be located on print line 63, beginning in print position 32 and ending in print position 34. (See example in yellow)
- One blank space will follow the CTP ID in position 35 followed by the vertical portion of the left registration mark.

 **Doc ID** (For all forms)

- The Doc ID must be centered between the vertical registration marks at the bottom of all forms.
- The Doc ID will be located on print line 63, beginning in print position 40 and ending in print position 46. This allows for 4 blank spaces before and after the Doc ID. (See example in green)
- Document ID string:

<u>Position</u>	<u>Contents</u>
1 – 3	Doc ID Number (360, 610, etc.)
4	Side/Page number (1 digit number, exclude text)
5 – 6	Tax year (2 digits, ie., “YY”)
7	Source code (“4” = substitute form; “6” = scannable form)

 **Anchor Marks** (For all forms)

- Solid, black mark that is 3/16 of an inch square
- Print three anchor marks on each side.
- Top anchor mark on print line 4, at print positions 59 – 60.
- Bottom left anchor mark on print line 63, at print positions 6 – 7.
- Bottom right anchor mark on print line 63, at print positions 79 – 80.
- Allow 1/4 of an inch of white space around the anchor marks.

(**Exception:** Registration marks on print line 62 can touch the bottom anchor marks.)

- Solid, black mark that is 3/16 of an inch square
 - Print three anchor marks on each side.
 - Top anchor mark on print line 4, at print positions 59 – 60.
 - Bottom left anchor mark on print line 63, at print positions 6 – 7.
 - Bottom right anchor mark on print line 63, at print positions 79 – 80.
 - Allow 1/4 of an inch of white space around the anchor marks.
- (Exception:** Registration marks on print line 62 can touch the bottom anchor marks.)