

**State of Delaware Division of Revenue
CREQ 1100T-REQ Corporate Request for Change
Scanline Specifications for Tax Year 2019**

54 Characters in Length
Filler Characters are Zero Filled
No Special Characters
54th Character is Check Digit (See Check Digit Specifications)
Font Size is OCR A Extended

POSITION	CONTENT	VALUE
1 – 4	Revenue Code	'0038'
5 – 6	Sub Type	'99'
7 – 8	Filing Frequency	'09'
9 – 9	Taxpayer ID Prefix	Prefix from Account Number
10 – 18	Taxpayer ID	FIN or SSN from Account Number
19 – 21	Taxpayer ID Suffix	Suffix from Account Number
22 – 27	Calendar or Fiscal Year Ending	'1231' YY of Date Filled Out
28 – 33	Filler	Zeros
34 – 41	Filler	Zeros
42 – 43	Filler	Zeros
44 – 47	Filler	Zeros
48 – 50	Filler	Zeros
51 – 52	Filler	Zeros
53 – 53	Filler	Zero
54 – 54	Check Digit	Derived from Check Digit Calculation

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Example Taxpayer Data:

Name: Smith Inc.

Account Number: 1-555-55-5555-001

Date Filled Out: 10-29-2018

Name: Smith Inc.

Account Number: 1-555-55-5555-001

Date Filled Out: 01-01-2019

The CREQ Coupon Scanline Values

0038	99	09	1	555555555	001	123118	000000	00000000	00	0000	000	00	0	R
0038	99	09	1	555555555	001	123119	000000	00000000	00	0000	000	00	0	G

Scanlines based on above Examples

Date Filled Out	Scanline
10-29-2018	00389909155555555001123118000000000000000000000000000000R
01-01-2019	0038990915555555500112311900000000000000000000000000000G