

State of Delaware Tax Form General Specifications

Division of Revenue

Revised 2024-9-11

Overview

The State of Delaware, Division of Revenue has been updating tax forms to a new format. During this transition, there will be 2 primary form formats, legacy and new. The legacy forms are easy to identify as they typically have 4 corner target registration points and are usually grayscale or black and white. The new forms have three target registration points and include a logo in the upper left-hand corner. This document addresses some common questions about the new forms and how they may be used for print-to-file purposes.

Note: *With the 2024 tax season, many, but not all, of the legacy forms have been updated to reflect a new look and feel, similar to the individual tax type designs.*

Colors

The newer forms use black ink and Pantone 277 U.

The Pantone 277 U is rendered at varying tint levels (100%, 70%, 50%, & 30%). This shading occurs both in the header and throughout the form fields for borders and backgrounds.

It is acceptable to replace the Pantone 277 U with black at 8% or to omit the color completely for fills and borders. Do not, however, replace the Pantone 277 U with any other color as it will affect the scanning of the documents.

Grid

The new forms are designed to allow text placement and alignment on a subdivision of 10 horizontal lines per inch and 6 vertical lines per inch starting in the upper left-hand corner of the document. This will allow for precise placement of content. Going forward, we refer to each grid area as a cell.

In situations where the field/box is 2 cells wide per character (e.g., some Taxpayer ID fields), the grid line is shifted $\frac{1}{2}$ of the grid. If the field is 2 cells tall, the grid is also shifted $\frac{1}{2}$ a grid.

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Target Registrations

There are three target registrations on each page to assist with image alignment during the scanning process. These appear in all corners except the upper-left corner. Each registration mark is 2 cells wide by 1 cell tall, filled with black, and no border. The following shows where the target registrations are positioned based:

- Upper-Right: Row 4, Column 79 & 80
- Lower-Left: Row 63, Column 6 & 7
- Lower-Right: Row 63, Column 79 & 80

Font / Typeface

The new form uses the fonts "Open Sans" and "Open Sans Condensed" available from google fonts. (<https://fonts.google.com/?query=open+sans>). If you are unable to use the Open Sans family, Arial would be an acceptable replacement for text.

Most text label text is 7pt Open Sans Regular with some instances of 7pt Open Sans Condensed Light. All type is black.

Field values should be printed at 10pt Regular within their fields using one of the following fonts:

- Courier – Excellent
- OCR B – Excellent
- OCR A – Very Good
- Helvetica – Very Good
- Times New Roman – Good

Icons

There are several situations where the Delaware form will display an icon. This is not required by a software developer. The Delaware logo for the forms (if you choose to include) should be included in the upper left-hand corner following the size and placement as illustrated in the forms. The PNG file can be provided upon request. It is not the Delaware seal.

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Field Alignment

Most fields that will be scanned as indicated in our BLOL files should be center-aligned except for currency which should be right-aligned. Please leave room to ensure the entirety of the values fits within the BLOL overlay. If in doubt for the right-justified or left-justified fields, leave 1 extra cell buffer within the field.

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Form Barcode Values *(NOTE: QR Code and string at the bottom of the form page should match)*

AABBBBBBCCCCDDEEEFF

Code	Definition	Example	Comments
AA	Literal "DF"	Unchanging, always "DF"	
BBBBBB	Form ID (without the dash)	PITRES	
CCCC	Creation Year - Represents the year of the form	2024	<i>This is the year DOR creates the design. Therefore, the year should match the year on the Outputs DOR provides on the FTA side</i>
DD	Page number - The page of the form	01	
EEEE	Vendor ID - Allows us to identify DOR vs. NACTP paper	"9999" = DOR	
FF	Version - Version of the published form. This is always "V1" the first time it is published within the same design and only increments if there are no other changes in BLOL. It is ignored by Fairfax and only used for DOR. Example updates include typo corrections, mailing address changes, or other copy updates.	V1	<i>The version should reflect the version that is listed on the Outputs DOR provides.</i>

Scanner Mask to Support New Barcode Structure:

$\text{^DF\d{9}\$ | ^DF\d{11}\$ | ^DF\d{11}\Vd{1,2}\$ | ^DFw{6}\d{10}\Vd{1,2}\$}$

- Coupon Money
- Coupon No Money
- Longform Money
- Longform No Money

Form Outputs

The overall recommendation from the Division of Revenue is for vendors to use the No Line (NL) outputs for optimal print to mail scanning success rate.

Output Type - Legacy Form	Output Type - Modernized Form	Use Description
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No Line	NL	For vendors to use to create their version if their software darkens the gray lines from the Gray Line.
Overlay	BLOL (<i>Black Line/OL</i>)	For vendor to check if the data fields are in the correct areas of the form.
Gray Line	Base Form	Alternate option from the No Line for vendors to use to create their version.