Standards for Replica Forms

Tax Year 2021/Filing Year 2022

Indiana Department of Revenue

Terms

A. **Exemplar Form –** The official sample form provided by the Indiana Department of Revenue (DOR) for software developers to replicate.

B. **Grid Form** – A form designed on a grid of 6 lines to the inch and 10 characters to the inch.

C. **Sans Serif Font –** A font lacking the lines (serifs) often printed at the ends of characters: DOR uses sans serif fonts Arial, Courier New and OCR-A.

D. **Software Developer Codes –** Codes printed in gray near variable fields on some form versions available on the Indiana section of the FTA State Exchange System.

E. **1D Barcode –** Barcode printed on most DOR forms to identify the form, version, page, and vendor. For example:

15121111962

Note: To print a readable barcode, asterisks precede the first digit and follow the final digit. They should not be printed in the eye-readable text below barcode.

Form Appearance

A. Each form must look like exemplar form.

B. Text on form must match the exemplar form. For example, do not change "See instructions on page 10" to "See instructions."

C. There must be no extraneous print.

D. Forms IT-8879, IT-8453OL and IT-8879C are watermarked. The watermark should be reproduced if possible. If not, the words "Do Not Mail This Form to DOR" should be emphasized by printing a box around them or drawing attention to them in some way.

Matching Forms

All forms require an exact match to the forms posted on the FTA State Exchange System.

A. Forms must match the size, style, and weight of the fonts.

B. Most of the forms posted on the website have two versions. One version shows the grid with variables represented by Xs and 9s. The second version does not show the grid and does not have variables represented.

C. All boxes and lines shown on forms must be replicated. No other boxes or lines are permitted.

D. Variable data is limited to the area designated on the exemplar form by Xs and 9s.

E. If a decimal point is printed, the replica form must have the decimal point in the exact location shown.

F. The state seal must not be produced on forms.

Note: Developers are encouraged to print transparent copies of DOR exemplar forms and verify that replica forms are nearly identical before submitting the form to DOR for approval.

Variable Data Field Requirements

A. Variable fields (including dollar amounts) must NOT contain commas as they can be misread easily.

B. Variable dollar amounts:
    1. Must include dollars and cents. There are only a few exceptions to this requirement.
    2. Must include decimals. However, a decimal does not have to be used in front of "00" in an empty field.
    3. Must NOT include dollar signs ($).

C. Use Courier New 12-point font for variables whenever possible. Variables should never be printed in a font smaller than 8.5 and no italics should be used. Arial or Helvetica fonts may be used if Courier New is unavailable.

D. All letters in variable fields must be upper case.

E. Negative numeric variable fields, including dollar amounts, should have a negative sign/hyphen ("-") in front of them. Do not enclose in brackets.

F. Dates must never contain dashes ("-") or slashes ("/"). A space may replace these characters if the field size allows.

G. Forms containing Social Security numbers must be completed with all nine digits formatted as the exemplar form indicates.

H. Telephone numbers must never contain dashes, slashes, or parentheses. A space should replace each of these characters if the field size allows.

I. Federal Employer Identification Numbers must not print with hyphens. A space may be used for clarity if the field size allows. Only numeric characters are permitted.

J. Dashes must not be used when adding an extension to the 5-digit zip code.

K. Copyright information, client account numbers or other information may be added to forms with 1D barcodes (*except WH-3*) if it is confined to the area described below ONLY:
    a. Lower left corner;
    b. Absolutely no higher than the top of the 1D barcode; and
    c. Absolutely no closer to the 1D barcode than 1/2 inch.

L. Copyright information, client account numbers or other information may be added to first page of WH-3 if it is confined to the area described below ONLY:
    a. Lower right corner;
    b. Absolutely no higher than the top of 1D barcode;,
    c. Absolutely no closer to 1D barcode than 2-1/8 inches; and
    d. Absolutely no closer to right border than 1/2 inch and no closer to bottom border than 1/2 inch.

1D Barcodes

A. The 1D barcode must be in the same location as it is on the replica form. Size should be very close to the exemplar form. Exemplar forms use AdvC39a 18-point font for the barcode and 8-point Arial for the text below.

B. The 1D barcode must include National Association of Computerized Tax Processors (NACTP) vendor code for the software printing form.

C. If a form does not have a barcode or if barcode 24100000000 is used, the NACTP code for the software printing form must print in lower left corner**.**

Users Instructions

A. Avoid reducing form size when printing. Printers must produce print at 100%. Do not use printing options such as "shrink to fit" or "reduce to fit page." These options change placement of critical data.
B. All forms must be printed using black ink.
C. Plain white 8.5" X 11" paper should be used.