Instructions for Submission of Paper Forms for Approval

Tax Year 2021/Filing Year 2022

Indiana Department of Revenue

Follow the instructions in this document to accurately submit replica Indiana paper tax forms for processing. Replica paper tax forms must be approved by the Indiana Department of Revenue (DOR) before companies make the forms available in their software products.

Paper forms must be approved annually, regardless of changes.

The 1D barcode or scanline must contain the National Association of Computerized Tax Processors (NACTP) vendor code for the software printing the final paper form. If a paper form does not have a barcode or scanline, the NACTP code of the software printing the paper form must be printed in the lower left corner.

An approval form should be included with each set of paper forms companies submit. There is no required format for approval form, but they must list each paper form submitted for approval and contain the company's name, contact info, product and NACTP code.

What DOR looks for when reviewing submitting forms:

- Text and placement of information on the paper form. This is required for all replica paper forms.
- 1D barcode verification, if any.
- OCR/ICR readability evaluation for all paper forms. Layout and data placement of fingerprint forms are critical. Forms built on a 6x10 grid are required to be nearly identical to DOR's sample paper forms. This includes the use of matching fonts on the text of the paper forms. Non-grid forms need to be recreated as closely as possible to DOR's sample paper forms.
- Vouchers with scanlines will be tested to be sure scanlines are readable and correctly formatted.

Contact Information

Paper submissions may be submitted to:

Indiana Department of Revenue
Returns Processing Center
Attn: Brhiannon Schauf
7811 Milhouse Road, Suite P
Indianapolis, IN 46241-9612

PDF submissions may be emailed to forms@dor.in.gov.

Submission Requirements

A. The following forms and corresponding schedules must be submitted as complete returns **IT-40, IT-40PNR, IT-20, IT-20S, IT-65 and IT-41**. You must also submit **ten test cases for each** of the underlined forms listed below.

    a. <u>IT-40</u> and Schedules 1, 2, 3, 4, 5/Sch. IN-DONATE, 6, 7, CT-40, IN-DEP, IN-EDGE, IN-EDGE-R, IN-EIC, IN-529 and IN-OCC.

    b. <u>IT-40PNR</u> and Schedules A, B, C, D, E/IN-PRO, F/Sch. IN-DONATE, G, H, CT-40PNR, IN-DEP, IN-EDGE, IN-EDGE-R, IN-EIC, IN-529 and IN-OCC.

    c. <u>IT-20 </u>and Schedules E, E-7, F, IN-EDGE, IN-EDGE-R and IN-OCC.

    d. <u>IT-20S</u> and Schedules E, E-7, IN-EDGE, IN-EDGE-R and IN-OCC.

    e. <u>IT-65 </u>and Schedules E, E-7, IN-EDGE, IN-EDGE-R and IN-OCC.

    f. <u>IT-41</u> and Schedule 1.

Test cases must contain all supporting schedules. The forms will not be considered approved until all supporting schedules are approved. Each field must be filled on *at least two* forms in the test cases.

B. **IT-40RNR** and **NP-20** must have ten test cases on paper for each form type. Each field must be filled on *at least two* forms in the test cases.

C. You should have a combination of the different filing statuses (married, single, and married filing separately) for the **ES-40**, **IT-41ES**, **IT-9** and **SC-40**. Each field must be filled on *at least two* forms in the test cases.

D. The **WH-3** needs ten test cases submitted on paper. All data must be completed on page one of the test cases. Each variable field on both sides must be filled on *at least two* returns.

E. For **CC-40, IN-CR, IN-H, IN-2058SP, IT-2210, IT-2210A, IT-2440, IT-40NOL, IT-40PNRA, IT-40QEC, IN-40PA, E-6, IT-20FSD, IT-20NOL, IT-20PIC, IT-20REC, IT-20S/IT-65 Sch. IN K-1, IT-2220, Sch. 8-D, Sch. Composite, Sch. Composite-COR, IN-PAT, IN-UBI, IN-EL, IN-DRE, FIT-20, FIT-20 E-U, FIT-20NOL, FIT-20 Sch H, URT-1, URT-2220, IT-20NP, NP-20, IT-41 Sch. IN K-1, IN-OPT, IT-8879 and IT-8879C,** submit one copy filled with sample data. It can be submitted by paper and/or PDF. Email PDFs to forms@dor.in.gov.

    a. Forms displaying the "24100000000" barcode or no barcode at all, must include the NACTP code in the lower left corner.

    b. 1D barcodes, excluding the "24100000000" barcode, must include the NACTP code for the software producing the final form.

Testing Start Dates

Forms may be submitted for approval once they are posted as final on the FTA State Exchange System. Testing is scheduled to begin in November for all forms. Testing should be completed by the beginning of tax season.