

## Specifications:

**Size:** The size of the voucher sheet must be 8-1/2" x 11".

**Grid Line and Position Numbers:** Grid line numbers are based on **6 lines per vertical inch** (pica spacing)—66 lines per 11-inch page length. Grid position numbers are based on **10 characters per horizontal inch** (10-pitch spacing)—85 characters per 8-1/2-inch page width.

**Vendor Identification Number:** Each software vendor who develops a substitute of Form R-1202 must have a four-digit vendor identification number approved by the Louisiana Department of Revenue (LDR). This number remains the same each year. If you do not have an approved identification number or are unsure what yours is, please send a request/inquiry by email to [Substitute.Inquiries@LA.gov](mailto:Substitute.Inquiries@LA.gov).

**Document Identification Number:** The document identification number for Form R-1202-SD for the tax year 2019 is **09372** and must be printed on Grid Line 60 in Positions 73 through 77. The font of the document identification number **must** be Courier 12-point (10 characters per inch).

**Reference Point:** Print a black-filled rectangle measuring 1/10" (1 grid position) horizontally and 1/6" (1 grid line) vertically on Grid Line 59 in Position 80. A reference point is illustrated below.



**Barcode:** A barcode must be printed on the voucher according to the following specifications:

- The barcode is a "three of nine" type,
- Reads 09372, which is the document identification number,
- Is 1/2" in height, and
- Is positioned 1/2" from the left edge and 7/8" from the bottom edge.

**Scan Line:** The scan line must be printed on Line 63 in Positions 9 through 79. **It is preferred that an OCR-A font be used;** however, a Courier 12-point font is acceptable. Whichever font utilized **must** be spaced at 10 cpi (characters per inch). A layout of the scan line is as follows:

AAAAAB---CCCCCCCCC-DDD-EEEEEEEE-F-GGGGGGGGGGGG-HHHHHHHHHH-IIIIIIIIIIJ-K

- A = Document identification number (5 digits), which is **09372**.
- B = Check digit (1 digit) for the document identification number, which (in this case) is **4**.
- C = Louisiana Revenue account number (10 digits).
- D = Tax type code, which is **300**.
- E = Generic taxable period (8 digits), which **must** be **12319999**.
- F = This field (1 digit) is an open field, which is a zero—**0**.
- G = This field (11 digits) is an open field, which is all zeros—**00000000000**.
- H = Louisiana Revenue account number (10 digits).
- I = Amount of payment (10 digits--\$\$\$\$\$\$). Zero-fill with leading zeros.
- J = Check digit (1 digit) for the amount of payment.
- K = Check digit (1 digit) for Fields C, D, E, F, G, H, I, and J.
- = Blank space.

NOTE: The **check digits** contained in the scan line are derived using the Modulus 10 self-check digit computation found on Page 4.

**Example of a scan line:**

The account number is **1234567-001**.

The monthly payment period is **January 2019**.

The payment amount is **\$1,450.00**.

The scan line should be:

093724 1234567001 300 12319999 0 00000000000 1234567001 00001450006 0

**Printed Variable Data:** The printed variable data fields (other than the scan line) must meet the following criteria:

- 12-point Courier font (10 characters per inch).
- Uppercase only.
- No punctuation or symbols, unless specifically instructed otherwise.
- Right-justify all dollar amounts; left-justify all other fields.
- Cents are allowed for the "Amount enclosed"; thus, the decimal point is allowed in this field. However, commas are not allowed.
- The fields must be positioned and formatted as follows:

| Field Name                            | Comments                                                                             | Exact Placement on Grid   | Field Type   | Field Length |
|---------------------------------------|--------------------------------------------------------------------------------------|---------------------------|--------------|--------------|
| Legal Name (1)                        |                                                                                      | Line 13 Position(s) 6-41  | Alphanumeric | 36           |
| Trade Name                            | DBA name                                                                             | Line 14 Position(s) 6-41  | Alphanumeric | 36           |
| Mailing Address (1)                   |                                                                                      | Line 15 Position(s) 6-41  | Alphanumeric | 36           |
| City State Zip (1)                    |                                                                                      | Line 16 Position(s) 6-41  | Alphanumeric | 36           |
| Account Number (1)                    | Louisiana Revenue account number                                                     | Line 13 Position(s) 56-65 | Numeric      | 10           |
| Vendor ID                             |                                                                                      | Line 46 Position(s) 77-80 | Numeric      | 4            |
| Month Indicator (January or February) | Print an "X" (uppercase) in the specified position in order to denote the indicator. | Line 47 Position(s) 36    | Alpha        | 1            |
| Month Indicator (April or May)        |                                                                                      | Line 47 Position(s) 49    | Alpha        | 1            |
| Month Indicator (July or August)      |                                                                                      | Line 47 Position(s) 60    | Alpha        | 1            |
| Month Indicator (October or November) |                                                                                      | Line 47 Position(s) 70    | Alpha        | 1            |
| Legal Name (2)                        |                                                                                      | Line 50 Position(s) 11-40 | Alphanumeric | 30           |
| Mailing Address (2)                   |                                                                                      | Line 51 Position(s) 11-40 | Alphanumeric | 30           |
| City State Zip (2)                    |                                                                                      | Line 52 Position(s) 11-40 | Alphanumeric | 30           |
| Account Number (2)                    | Louisiana Revenue account number                                                     | Line 52 Position(s) 61-70 | Numeric      | 10           |
| Amount Enclosed                       | Format: \$\$\$\$.\$¢<br>(Decimal, but no commas.)                                    | Line 56 Position(s) 70-77 | Numeric      | 8            |

**Placement:** Illustrated on Page 3 is the placement of the vendor identification number, document identification number, reference point, barcode, scan line, and printed variable data fields in relation to a 6 x 10 grid.

**Modulus 10 Self-check Digit Computation:**

1. Multiply the unit's position and every alternate position of the base number by 2 starting with right most position.
2. Add the digits in the products to the digits in the base number that were not multiplied.
3. Subtract the sum from the next higher number ending in zero. The difference is the self-check digit.

**Example:**

|                                              |                                   |
|----------------------------------------------|-----------------------------------|
| Base Number                                  | 4 9 9 8 6 5 5 5 9                 |
| Right most position and every other position | 9 5 6 9 4                         |
| Multiply by 2.                               | 18, 10, 12, 18, 8                 |
| Add the digits in the product.               | (1+8), (1+0), (1+2), (1+8), 8     |
| Digits not multiplied.                       | 5 5 8 9                           |
| Add.                                         | (1+8)+5+(1+0)+5+(1+2)+8+(1+8)+9+8 |
| Sum                                          | 57                                |
| Next higher number ending in zero            | 60                                |
| Subtract.                                    | 60-57                             |
| Self-check digit                             | 3                                 |

## Test Scenarios:

Please prepare the necessary payment vouchers (8 total) using the test scenarios below. Each voucher must be completed in its entirety, including the scan line.

Mail your test samples to:      Attention: Business Services  
                                                  Shanna Kelly  
                                                  Louisiana Department of Revenue  
                                                  617 N. Third St.  
                                                  Baton Rouge, LA 70802-5428

|                   |                                                                                                                                                                               |                                                              |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>Scenario 1</b> | <b>Legal Name: Test Company 1</b><br><b>Trade Name: Testing 1-2-3</b><br><b>Address: 123 Anywhere St.</b><br>Baton Rouge, LA 70801<br><br><b>LDR Account No.: 0000001-001</b> | <b>Month:</b> January 2019<br><b>Amount Due:</b> \$4,950.00  |
|                   |                                                                                                                                                                               | <b>Month:</b> February 2019<br><b>Amount Due:</b> \$4,482.00 |
|                   |                                                                                                                                                                               | <b>Month:</b> April 2019<br><b>Amount Due:</b> \$4,831.00    |
|                   |                                                                                                                                                                               | <b>Month:</b> May 2019<br><b>Amount Due:</b> \$4,866.00      |
|                   |                                                                                                                                                                               |                                                              |
|                   |                                                                                                                                                                               |                                                              |
|                   |                                                                                                                                                                               |                                                              |
|                   |                                                                                                                                                                               |                                                              |
| <b>Scenario 2</b> | <b>Legal Name: Test Company 2</b><br><b>Trade Name: This is a Test</b><br><b>Address: 3210 Any St.</b><br>New Orleans, LA 70112<br><br><b>LDR Account No.: 0000002-001</b>    |                                                              |
|                   |                                                                                                                                                                               |                                                              |
|                   |                                                                                                                                                                               |                                                              |
|                   |                                                                                                                                                                               |                                                              |
|                   |                                                                                                                                                                               | <b>Month:</b> July 2019<br><b>Amount Due:</b> \$733.00       |
|                   |                                                                                                                                                                               | <b>Month:</b> August 2019<br><b>Amount Due:</b> \$692.00     |
|                   |                                                                                                                                                                               | <b>Month:</b> October 2019<br><b>Amount Due:</b> \$715.00    |
|                   |                                                                                                                                                                               | <b>Month:</b> November 2019<br><b>Amount Due:</b> \$674.00   |