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| cid:image001.png@01D8EDE3.986785B0 | **Specifications and Test Scenarios for Form R-1201-2D (2024)** |

**Specifications:**

**Size:** The size of the L-1 Return 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-1201 must have a four-digit vendor identification number approved by the Louisiana Department of Revenue. 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 Shanna.Kelly@la.gov and La.LDRVendor.Inquiries@la.gov.

**Reference Points:** Reference points are placed in various positions throughout the form and must be positioned exactly as specified. These marks must be printed as black-filled rectangles measuring 1/10” (1 grid position) horizontally and 1/6” (1 grid line) vertically as illustrated below.

There are 4 reference point on each return in the following position:

**Line 19, Position 6**

**Line 22, Positions 80**

**Line 61, Position 80**

**Line 63, Positions 22**

**Document Identification Numbers:** A document identification number has been assigned to each quarter’s return. The numbers must be printed in a **12-point Courier font** on Line 63 in Positions 76 through 80. The following are the numbers assigned to Form R‑1201-2D:

**2024 Returns Doc ID No.**

R-1201-2D, 1st quarter 32411

R-1201-2D, 2nd quarter 32412

R-1201-2D, 3rd quarter 32413

R-1201-2D, 4th quarter 32414

**1-D Barcode:** A 1-D barcode must be printed on each return according to the following specifications:

* The barcode is a “three of nine” type,
* Reads as the same number as the document identification number,
* Is 1/2" in height, and
* Is positioned 1/2" from the left edge and 1/2” from the bottom edge of each return.

 Specifications for the 2-D barcode begin on Page 3 of this document.

**Printed Variable Data:** The printed variable data fields must meet the following criteria:

* 12-point Courier font (10 characters per inch).
* Uppercase only.
* No punctuation, symbols, or decimal points.
* Right-justify all dollar amounts; left-justify all other fields.
* Round all dollar amounts to the nearest whole dollar—no cents allowed.
* Dollar amounts of the return should **not** be left blank. Use “0” (zero) as the default.
* Negative amounts are **not** allowed.
* The fields must be positioned and formatted as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Field Name** | **Comments** | **Exact Placement on Grid** | **Field Type** | **Field Length** |
| FEIN | Company’s FEIN | Line | 8 | Position(s) | 57-65 | Numeric | 9 |
| Vendor ID |  | Line | 8 | Position(s) | 77-80 | Numeric | 4 |
| Account Number | Louisiana Revenue account number | Line | 11 | Position(s) | 20-29 | Numeric | 10 |
| Legal Name | Legal name of employer | Line | 14 | Position(s) |  6-40 | Alphanumeric | 35 |
| Trade Name | DBA name of employer | Line | 15 | Position(s) |  6-40 | Alphanumeric | 35 |
| Mailing Address | Mailing Address | Line | 16 | Position(s) |  6-40 | Alphanumeric | 35 |
| City State Zip |  City State Zip | Line | 17 | Position(s) |  6-40 | Alphanumeric | 35 |
| Return Line 1 | Louisiana income tax withheld for the **first** month of quarter | Line | 36 | Position(s) | 28-36 | Numeric | 9 |
| Return Line 2 | Louisiana income tax withheld for the **second** month of quarter | Line | 39 | Position(s) | 28-36 | Numeric | 9 |
| Return Line 3 | Louisiana income tax withheld for the **third** month of quarter | Line | 42 | Position(s) | 28-36 | Numeric | 9 |
| Return Line 4 | Total withholdings for the quarter – Add Lines 1,2, and 3. | Line | 45 | Position(s) | 28-36 | Numeric | 9 |
| Return Line 5 | Remittance made during quarter. | Line | 36 | Position(s) | 68-76 | Numeric | 9 |
| Return Line 6 | Amount Due – If Line 4 > Line 5, enter the result of Line 4 – Line 5. | Line | 39 | Position(s) | 68-76 | Numeric | 9 |
| Return Line 7 | Overpayment – If Line 4 < Line 5, enter the result of Line 5 – Line 4. | Line | 45 | Position(s) | 68-76 | Numeric | 9 |
| Indicator 1—Business closed or stopped paying wages | Print an “X” (uppercase) in the specified position in order to denote the indicator. Do not print a box, only the “X” if applicable. | Line | 60 | Position(s) | 36 | Alpha | 1 |
| Final Date | Final date wages were paid.Format: mmddyy | Line | 60 | Position(s) | 40-45 | Numeric | 6 |
| Indicator 2—Amended return | Print an “X” (uppercase) in the specified position in order to denote the indicator. Do not print a box, only the “X” if applicable. | Line | 63 | Position(s) | 36 | Alpha | 1 |
| Paid Preparer # | PTIN, FEIN, or LDR Account Number | Line | 60 | Position(s) | 61-71 | Alphanumeric | 11 |

**2-D Barcode:**

**Requirements:**

* **The 2-D barcode should be on Lines 11-19 in Positions 51-80. The barcode may slightly extend outside this area. The barcode grid area allowed is a recommendation for placement. The 2D barcode must read at 200 dpi.**
* Use a carriage return <CR> to delimit fields. Each barcode field should have a carriage return, even if no information is contained in the field. This carriage return should measure as 1 byte of data.
* No punctuation is allowed in any field. No hyphens, dashes, parentheses, or other separators should be used.
* All alpha characters must be in uppercase.
* If a field is not applicable, leave it blank unless specifically instructed otherwise.
* Negative amounts are not accepted. If less than zero, enter zero unless specifically instructed otherwise.
* Only whole dollar amounts should be entered.
* Do not include supplemental information in the barcode.
* Error correction level should be set to 4.

# Barcode Layout:

1. Header Information
2. Government Specific Data
3. Trailer

**Header Information** – This information is placed first in the barcode data stream. The first six fields in the barcode comprise the official header. This information must be consistent among all barcodes and is defined below.

* + **Header Version Number** will be incremented each time the standards group alters the physical structure of the barcodes that were created using multiple header formats. This value is static for all barcodes and is currently T1.
	+ **Developer Code** is a four-digit code used to identify the software developer whose application produced the barcode. The purpose of the field is to allow forms to be traced to the vendor producing them. Software developer codes are assigned through the NACTP and may differ from software developer ID for the form that is assigned by LDR.
	+ **Jurisdiction** is an alphanumeric identifier indicating the taxing jurisdiction. Use the U.S. Postal Service’s official state abbreviations. For Louisiana, use LA.
	+ **Description** is an alphanumeric identifier used to describe the form being processed. Use the following identifiers:

**2024 Returns Identifiers**

R-1201-2D, 1st quarter 32411

R-1201-2D, 2nd quarter 32412

R-1201-2D, 3rd quarter 32413

R-1201-2D, 4th quarter 32414

* + **Specification Version** is a number that identifies the version of the specifications used to produce the form barcode. These specifications are provide by the jurisdiction processing the form and describe the data layout in the barcode. Draft versions of the specifications are not assigned version numbers. The final version shall be “0”; revisions thereafter will increase numerically.
	+ **Software/Form Version** is a vendor-defined version number that reflects the software and form revision used to produce the barcode.

**Government Specific Data** – For a detailed layout of the government specific data, see Page 5 of this document.

### Trailer – The trailer is the last field in the barcode data stream. The trailer is used to indicate the end of data has been reached. A static string of \*EOD\* is used as the trailer value.

**Example of 2-D Barcode:** T1<CR> (Header Version Number)

 9999<CR> (Developer Code)

 LA<CR> (Jurisdiction)

 6063<CR> (Description)

 0<CR> (Specification Version)

 1.0<CR> (Software Version)

 …

 …

 …

 \*EOD\*<CR>

**Information to Provide to Customers:** We are requesting that all participating vendors provide to their customers a few short statements that describe what a two-dimensional barcode is and why it is being utilized.

Employer’s Return of Louisiana Withholding Tax (Form L-1)

The Louisiana Department of Revenue is utilizing two-dimensional (2-D) barcode technology. The barcode contains the information that was entered into your return. Below, is an example of a 2-D barcode.

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| 2-D Barcode Sample |

**2-D Barcode Fields:**

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| --- |
| **Header Information** |
| **Field No.** | **Field Type** | **Field****Length** | **Field Name** | **Comments** |
| 1 | Alphanumeric | 2 | Header Version | Value is **T1**. |
| 2 | Numeric | 4 | Developer Code | 4-digit code used to identify the software developer whose application produced the barcode and may differ from the software developer ID in Field 8 below  |
| 3 | Alpha | 2 | Jurisdiction | Value is **LA**. |
| 4 | Numeric | 5 | Description | Value must correspond to the tax period as follows: **32411** for the 1st quarter **32412** for the 2nd quarter **32413** for the 3rd quarter **32414** for the 4th quarter |
| 5 | Numeric | 1 | Specification Version | Value is **0**. |
| 6 | Alphanumeric | 10 | Software/Form Version | Vendor-defined version number that reflects the software and form revision used to produce the barcode. |
| **2-D Barcode Fields** (continued)**:** |
| **Government Specific Data** |
| **Field No.** | **Field Type** | **Field****Length** | **Field Name** | **Comments** |
| 7 | Numeric | 9 | FEIN | Company’s FEIN Number |
| 8 | Numeric | 4 | Vendor ID | Vendor Identification Number (4-digit number) assigned by LDR, which may differ from the software developer ID in Field 2 above |
| 9 | Numeric | 10 | Account Number | Louisiana Revenue account number |
| 10 | Alphanumeric | 35 | Legal Name | Legal name of employer |
| 11 | Alphanumeric | 35 | Trade Name | DBA name of employer |
| 12 | Alphanumeric | 35 | Mailing Address | Mailing Address |
| 13 | Alphanumeric | 35 | City State Zip | City State Zip |
| 14 | Numeric | 8 | Taxable Period | Taxable Period (mmddyyyy): **03312024** for the 1st quarter of 2024 **06302024** for the 2nd quarter of 2024 **09302024** for the 3rd quarter of 2024 **12312024** for the 4th quarter of 2024 |
| 15 | Numeric | 4 | Form ID Number | Value must correspond to the tax period as follows: **32411** for the 1st quarter **32412** for the 2nd quarter **32413** for the 3rd quarter **32414** for the 4th quarter |
| 16 | Numeric | 9 | Return Line 1 | Louisiana income tax withheld for the **first** month of quarter |
| 17 | Numeric | 9 | Return Line 2 | Louisiana income tax withheld for the **second** month of quarter |
| 18 | Numeric | 9 | Return Line 3 | Louisiana income tax withheld for the **third** month of quarter |
| 19 | Numeric | 9 | Return Line 4 | Total Withholdings – Add Lines 1, 2, and 3. |
| 20 | Numeric | 9 | Return Line 5 | Remittance made during quarter. |
| 21 | Numeric | 9 | Return Line 6 | Amount Due – If Line 4 > Line 5, enter the result of Line 4 – Line 5. |
| 22 | Numeric | 9 | Return Line 7 | Overpayment – If Line 4 < Line 5, enter the result of Line 5 – Line 4. |
| 23 | Alphanumeric | 10 | Paid Preparer ID | Enter the PTIN, FEIN or LDR Account Number. Otherwise, enter the firm’s EIN. |
| 24 | Binary | 1 | Indicator 1—Business closed or stopped paying wages | Enter “1” if business closed or stopped paying wages.Enter “0” if not applicable. |
| 25 | Numeric | 6 | Final Date | Final date wages were paid.Format: mmddyy |
| 26 | Binary | 1 | Indicator 2—Amended return | Enter “1” if an amended return.Enter “0” if not applicable. |
| **Trailer** |
| 27 | Indicates the end of the data file. Value is **\*EOD\***. |

**Placement:** Illustrated on Page 1-3 is the placement of the vendor identification number, document identification number, reference points, 1-D barcode, 2-D barcode, and printed variable data fields in relation to a 6 x 10 grid.

**20**

**10**

**30**

**70**

**60**

**50**

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**20**

**10**

**80**

**40**

**80**

**70**

**60**

**50**

**30**

**20**

**10**

**Test Scenarios:**

Please prepare the necessary tax returns (8 total) using the test scenarios below. Each return must be completed in its entirety.

E-mail your test samples to La.LDRVendor.Inquiries@la.gov .

 Shanna Kelly

 Business Services

 Louisiana Department of Revenue

 617 N. Third St.

 Baton Rouge, LA 70802-5428

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| **Scenario 1** |  **Legal Name:** Test Company 1  **Trade Name (dba):** Testing 1-2-3 **Address:** 123 Anywhere St.Baton Rouge, LA 70801 **Account Number:** 0000001-001**Paid Preparer ID- Please use a Paid Preparer Id in one of the scenarios.** |  **Tax Period:** 03/31/2024 **January withholdings:** $ 4,950 **February withholdings:** $ 4,482 **March withholdings:** $ 4,585 **Remittance during quarter:** $ 9,432 **Final Return:** n/a **Final date wages were paid:** n/a **Amended Return:** YES |
|  **Tax Period:** 06/30/2024 **April withholdings:** $ 4,831 **May withholdings:** $ 4,866 **June withholdings:** $ 4,461 **Remittance during quarter:** $ 9,697 **Final Return:** n/a **Final date wages were paid:** n/a **Amended Return:** n/a |
|  **Tax Period:** 09/30/2024 **July withholdings:** $ 4,901 **August withholdings:** $ 4,897 **September withholdings:** $ 3,990 **Remittance during quarter:** $ 9,798 **Final Return:** n/a **Final date wages were paid:** n/a **Amended Return:** n/a |
|  **Tax Period:** 12/31/2024 **October withholdings:** $ 4,725 **November withholdings:** $ 4,877 **December withholdings:** $ 4,461 **Remittance during quarter:** $ 9,602 **Final Return:** n/a **Final date wages were paid:** n/a **Amended Return:** n/a |

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| --- | --- | --- |
| **Scenario 2** |  **Legal Name:** Test Company 2  **Trade Name (dba):** This is a Test **Address:** 3210 Any St.New Orleans, LA 70112 **Account Number:** 0000002-001 |  **Tax Period:** 03/31/2024 **January withholdings:** $ 528 **February withholdings:** $ 609 **March withholdings:** $ 575 **Remittance during quarter:** $ 1,137 **Final Return:** n/a **Final date wages were paid:** n/a **Amended Return:** n/a |
|  **Tax Period:** 06/30/2024 **April withholdings:** $ 594 **May withholdings:** $ 741 **June withholdings:** $ 730 **Remittance during quarter:** $ 1,335 **Final Return:** n/a **Final date wages were paid:** n/a **Amended Return:** n/a |
|  **Tax Period:** 09/30/2024 **July withholdings:** $ 733 **August withholdings:** $ 692 **September withholdings:** $ 714 **Remittance during quarter:** $ 1,425 **Final Return:** n/a **Final date wages were paid:** n/a **Amended Return:** n/a |
|  **Tax Period:** 12/31/2024 **October withholdings:** $ 715 **November withholdings:** $ 674 **December withholdings:** $ 158 **Remittance during quarter:** $ 1,389 **Final Return:** YES **Final date wages were paid:** 12/07/2024 **Amended Return:** n/a |