

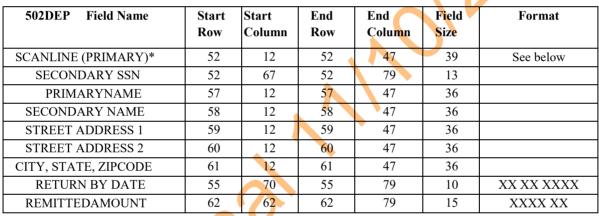
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Director Revenue Administration Division

# Maryland Form 502DEP 2020 Facsimile Specifications

### Form Requirements

Size: 3 1/2" high by 8-1/2" long (If printing one per page, we recommend printing from the bottom of the page up so

only one cut line is required.) **Paper**: 24 lb. OCR bond **Layout**: Per form 502DEP



All data should print using OCR "A" font at 10 characters per inch.

# **Scanline Positions**

1 through 3 First three numbers of SSN

4 through 5 Blank

6 through 7 Fourth and fifth numbers of SSN

8 through 9 Blank

10 through 13 Last four numbers of SSN

14 through 26 Blank

27 through 30 1st 4 letters of the last name (MUST BE ALL CAPS) 31 through 32 Blank

33 through 36 4 digit Tax Year

37 through 39 Blank

#### 1D Barcode:

The Division uses bar codes on scannable tax return forms. The format is as follows: 1 Digit start code (\*)

2 Digit year (e.g. 19)

3 Digit form number (e.g. 502) 1 Digit form version (P)

1 Digit page – starting at 0 (e.g. page 1 should read 0) 2 Digit vendor code (assigned)

1 Digit stop code (\*)

The bar code must be placed in the upper right-hand corner of the form in the same location as it appears on the official form. The bar code shall be  $3" \times \frac{1}{2}"$  with at least  $\frac{1}{4}$  inch of whitespace around the barcode.

### **Secondary Software Vendors:**

Software companies using another vendor's forms should place their company name at the bottom of the form.

# **Return Address:**

Please include the following return address with Form 502DEP:

COMPTROLLER OF MARYLAND REVENUE ADMINISTRATION DIVIS ION

P.O. BOX 2903

ANNAPOLIS, MD 21404-2903

### Approval:

Please submit at least 25 sample coupons **cut to size** for testing and approval. You may select your own test data. Five sets of 5 different returns are sufficient.

When using a **Delivery Service** such as Fed-Ex or UPS mail to: Buthany Nuon

Revenue Administration Division Room 208B

110 Carroll Street

Annapolis, MD 21411

When using the U.S. Postal Service, mail to: Buthany Nuon

Revenue Administration Division PO Box 1829

Annapolis, MD 21404-1829

Revised 09/18/18