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Comptroller

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Revenue Administration Division

Maryland Form MW506 2023 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

Format/Layout: 6 x 10 grid (6 rows per inch, 10 columns per inch) with coupon positioned on the bottom of the page

MW506	Field Name	Start Row	Start Column	End Row	End Column	Field Size	Format
	Period Ending	47	17	47	48	31	
	Due Date	48	17	48	31	15	
	FEIN	51	12	51	20	9	123456789
	Scan line	51	25	51	40	16	See below
	Company Name	59	13	59	42	30	
	Company Address	60	13	60	42	30	
	City, State, Zip Code	61	13	61	42	30	
	MD Income Tax Withheld	54	66	54	80	15	XXXX XX
	Remitted Amount	56	66	56	80	15	XXXX XX

All data should print using OCR "A" font at 10 characters per inch. If OCR "A" cannot be used, Courier font is acceptable.

Scanline Positions

1 through 8	Tax Account Number*
9	Blank
10 through 11	2 digit month
12	Blank
13 through 16	4 digit year

* The Tax Account Number is the Central Registration (CR) number. It is numeric, 8 digits and starts with 0 or 1. **Returns with missing or invalid CR numbers will be rejected.**

1D Barcode:

The Division uses a 3 of 9 barcode 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. 506)
- 1 Digit form version (0)
- 1 Digit page – starting at 0 (e.g. page 1 should read 0)
- 2 Digit vendor code (assigned)
- 1 Digit stop code (*)

The barcode must be placed in the upper right-hand corner of the form in the same location as it appears on the official form. The barcode shall be 3” x ½” with at least ¼ inch of white space 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 MW506:

COMPTROLLER OF MARYLAND
REVENUE ADMINISTRATION DIVISION
P.O. BOX 17132
BALTIMORE, MD 21297-0175

Approval:

Please submit at least 25 sample coupons **pre-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:

Forms Manager
Administration Division Room 208B
110 Carroll Street
Annapolis, MD 21411

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

Justin Nance, Forms Manager
Revenue Administration Division
PO Box 1829
Annapolis, MD 21404-1829