

## Maryland Form MW506M 2025 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

| MW506M Field Name      | Start Row | Start Column | End Row | End Column | Field Size | Format    |
|------------------------|-----------|--------------|---------|------------|------------|-----------|
| 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   |
| Pay Date               | 58        | 66           | 58      | 77         | 8          | MMDDYYYY  |

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

### Scanline Positions

- |               |                          |
|---------------|--------------------------|
| 1 through 8   | Tax Account Number*      |
| 9             | Blank                    |
| 10 through 11 | 2 digit code (always 88) |
| 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 (M)
- 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” x ½” with at least ¼ 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 MW506M:

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

**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:

Justin Nance, Forms Manager  
Revenue Administration Division  
Room 209C  
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