

# E-500F

## MOTOR VEHICLE LEASE AND SUBSCRIPTION TAX RETURN (REVISION 9-3-19)

### CHANGES FOR THE YEAR

- Form E-500F was not updated for 2024.
- If your company reproduced Form E-500F last year, your alignment and data placement for the form should match the approved trained version.
- If your company has not reproduced Form E-500F, then match the SD version.

#### Production Details:

<b>Submission Approval Start Date:</b>	August 30, 2024
<b>Target Date for Initial Submission:</b>	September 23, 2024
<b>Required Approval Date:</b>	October 14, 2024
<b>Form Period Date Effective:</b>	October 2024 - September 2025
<b>For Filing Periods:</b>	October 2024 and later
<b>Form Placed in Software:</b>	After September 13, 2024
<b>Unchanged/Updated:</b>	Unchanged

### 9-12 TEST SAMPLES REQUIRED:

- 1 Blank
- 1 Full Field
- 7 by PDF or 10 by Express Mail which must include the following:
  - 1 Monthly
  - 1 Quarterly
  - 1 Fourth Quarter 2024

### BARCODE:

The barcode must read 80701XX005. Replace (XX) with your two-digit Software Provider ID (SPID).

Align barcode between Row 27, Column 6-10 and Row 42, Column 6-10. Print the number either stacked or vertically to the right of the barcode.

### USE:

- 12-point Courier font for variable data
- All capital letters for variable data
- Correct barcode length
- Correct matching line geometry
- Data placement from SD version
- High resolution bitmap for barcodes
- Matching alignment between the full field and test samples
- No punctuation or special characters in address field
- Period Ending Chart
- Right aligned amount due
- Various ID numbers using the prefixes of 999, 900, 000 or 666 for SSNs

## BARCODE DIMENSIONS:

- IF YOUR COMPANY SUPPORTED THIS FORM FOR 2023, DO NOT UPDATE THE ALIGNMENT, PLACEMENT OR BARCODE DIMENSIONS ON YOUR 2024 UNCHANGED FORM
- SYMBOLOGY CODE 39
- DENSITY 4.18 CPI
- HEIGHT 0.500
- HIGH RESOLUTION BITMAP FOR BARCODES
- RATIO 3:1

## TEST SAMPLES:

- IF YOUR COMPANY SUPPORTED THIS FORM FOR 2023, DO NOT SHIFT VERBIAGE AND LINE NUMBERS ON YOUR 2024 UNCHANGED FORM TEST SAMPLES.
- PLEASE NOTE: BLANK AND FULL FIELD COPIES ARE REQUIRED BUT ARE NOT CONSIDERED TEST SAMPLES.
- IF SENDING IN BY EXPRESS MAIL, PLEASE SEND ADDITIONAL TEST SAMPLES AS REQUIRED.
- INCLUDE ONE TEST SAMPLE EXCEEDING \$999.00.
- INCLUDE ONE TEST SAMPLE FROM FOURTH QUARTER 2024.
- USE THE FIELD DESCRIPTION FORMATTING FOR PLACEMENT OF VARIABLE DATA.
- USE A DIFFERENT AMOUNT FOR EACH FIELD.
- ENSURE EACH LINE IS POPULATED ACROSS REQUIRED TEST SAMPLES.

Required Variety for E-500F Test Samples		
Period Ending	Monthly File By Date	Quarterly File By Date
10/31/24	11/20/24	
11/30/24	12/20/24	
12/31/24	01/20/25	01/31/25
01/31/25	02/20/25	
02/28/25	03/20/25	
03/31/25	04/20/25	04/30/25
04/30/25	05/20/25	
05/31/25	06/20/25	
06/30/25	07/20/25	07/31/25
07/31/25	08/20/25	
08/31/25	09/20/25	
09/30/25	10/20/25	10/31/25

**Placement of Variable Data**

Print Line Number	Identification	Begin Print Position	Maximum Field Length	End Print Position	Field Description
10	Account ID	17	9	25	Numeric: No Dashes
10	Legal Name	30	10	39	Alphanumeric: 1 <sup>st</sup> Ten Characters of Legal Name
10	Period Ending	69	8	76	Numeric: 10 31 24 No Punctuation
12	File By	69	8	76	Numeric: 11 20 24 No Punctuation
20	Line 1	45	12	56	Numeric: Long-term Lease Receipts
20	Line 1	68	11	78	Numeric: Tax
22	Line 2	45	12	56	Numeric: Vehicle Subscription Receipts
22	Line 2	68	11	78	Numeric: Tax
24	Line 3	45	12	56	Numeric: Short-term Lease Receipts
24	Line 3	68	11	78	Numeric: Tax
26	Line 4	68	11	78	Numeric: Total Tax
28	Line 5	68	11	78	Numeric: Penalty
30	Line 6	68	11	78	Numeric: Interest
32	Line 7	68	11	78	Numeric: Total Due