**Vendors, if your submission is not in this order (below) your request for approval will be sent back to be fixed accordingly and there is no exception to this Rule!**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **How the Vendor should Submit** | | | | | |
| **\***All Forms with Requirements (PC & 2D) | | | + All other Forms/Schedules (PC & 1D) | | |
| 1 Blank Copy | | | 1 Blank Copy | | |
| 4 Scenario | | | 1 Scenario | | |
| **3 Types of Approval** | | | | | |
| Paper Content (PC) | | | | | |
| 1-D Barcode (1D) | | | | | |
| 2-D Barcode (2D) | | | | | |
| **Individual Income Tax \*** | | | | | |
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|  | | Schedule DS & HOF (page 2) | | Schedule DS & HOF (page 2) | |
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|  | | Schedule IRC (page 2) | | Schedule HTC (page 1) | |
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|  | | Schedule AAC (page 1) | | Schedule AAC (page 2) | |
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|  | | NOL-85A (page 2) | | Schedule W-2 | |
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Notes

* Email subject line should have your vendor ID and the Form Type (ex: 1234-5 Form 41)
* If the form requires 1D Barcode, then your email should contain 2 PDF (1 Blank Copy and 1 Scenario)
* If the form requires 2D Barcode, then your email should contain 5 PDF (1 Blank Copy and 4 Scenario)

\*Every PDF (Blank or Scenario) should look like you are actually providing a return for a Taxpayer\*