



Instructions for Submission of Paper Forms for Approval

Tax Year 2022



Indiana Department of Revenue

Follow the instructions in this document to accurately submit replica Indiana paper tax forms for processing. Replica paper tax forms must be approved by the Indiana Department of Revenue (DOR) before companies make the forms available in their software products.

Paper forms must be approved annually, regardless of changes.

The 1D barcode or scanline must contain the National Association of Computerized Tax Processors (NACTP) vendor code for the software printing the final paper form. If a paper form does not have a barcode or scanline, the NACTP code of the software printing the paper form must be printed in the lower left corner.

The Form Approval form should be included with each set of forms companies submit via PDF. Please use the Form Approval form located on the FTA SES. You must list each paper form submitted for approval and the company's name and NACTP code at the top of the form.

What DOR looks for when reviewing submitting forms:

- Text and placement of information on the paper form. This is required for all replica paper forms.
- 1D barcode verification, if any.
- OCR/ICR readability evaluation for all paper forms. Layout and data placement of fingerprint forms are critical. Forms built on a 6x10 grid are required to be nearly identical to DOR's sample paper forms. This includes the use of matching fonts on the text of the paper forms. Non-grid forms need to be recreated as closely as possible to DOR's sample paper forms.
- Vouchers with scanlines will be tested to be sure scanlines are readable and correctly formatted.

Contact Information

We are only accepting PDF submissions of test cases.

PDF submissions may be emailed to forms@dor.in.gov.
Please copy BSchauf1@dor.in.gov for each submission.

Testing Start Dates

Forms may be submitted for approval once they are posted as final on the FTA State Exchange System. Testing will begin the last week in October

Submission Requirements

- A.** The following forms and corresponding schedules must be submitted as complete returns **IT-40**, **IT-40PNR**, **IT-20**, **IT-20S**, **IT-65** and **IT-41**. You must also submit **two (2) test cases for each** of the underlined forms listed below.
- a. IT-40 and Schedules 1, 2, 3, 4, 5/Sch. IN-DONATE, 6, 7, CT-40, IN-DEP, IN-EDGE, IN-EDGE-R, IN-EIC, IN-529, IN-OCC and IN-W.
 - b. IT-40PNR and Schedules A, B, C, D, E/IN-PRO, F/Sch. IN-DONATE, G, H, CT-40PNR, IN-DEP, IN-EDGE, IN-EDGE-R, IN-EIC, IN-529, IN-OCC and IN-W.
 - c. IT-20 and Schedules E, E-7, F, IN-EDGE, IN-EDGE-R and IN-OCC.
 - d. IT-20S and Schedules E, E-7, IN-EDGE, IN-EDGE-R and IN-OCC.
 - e. IT-65 and Schedules E, E-7, IN-EDGE, IN-EDGE-R and IN-OCC.
 - f. IT-41 and Schedule 1.

Test cases must contain all supporting schedules. The forms will not be considered approved until all supporting schedules are approved. Each field must be filled on each submission.

- B. IT-40RNR** and **NP-20** must have two (2) test cases for each form type. Each field must be filled on each submission.
- C.** You should have different filing statuses (married, single, and married filing separately) for the **ES-40**, **IT-41ES**, **IT-9** and **SC-40**. Each field must be filled on both test case submissions.
- D.** The **WH-3** and **IN-WH3** needs two (2) test cases submitted via PDF. All data must be completed on page one of the test cases. Each variable field must be filled on both test case submissions.
- E.** For **CC-40**, **IN-CR**, **IN-H**, **IN-2058SP**, **IT-2210**, **IT-2210A**, **IT-2440**, **IT-40NOL**, **IT-40PNRA**, **IT-40QEC**, **IN-40PA**, **E-6**, **IT-20FSD**, **IT-20NOL**, **IT-20PIC**, **IT-20REC**, **IT-20S/IT-65** Sch. IN K-1, **IT-2220**, Sch. 8-D, Sch. Composite, Sch. Composite-COR, **IN-PAT**, **IN-UBI**, **IN-EL**, **IN-DRE**, **FIT-20**, **FIT-20 E-U**, **FIT-20NOL**, **FIT-20** Sch H, **URT-1**, **URT-2220**, **IT-20NP**, **NP-20**, **IT-41** Sch. IN K-1, **IN-OPT**, **IT-8879** and **IT-8879C**, submit one copy filled with sample data. It can be submitted by emailing PDFs to forms@dor.in.gov.
- a. Forms displaying the “24100000000” barcode or no barcode at all, must include the NACTP code in the lower left corner.
 - b. 1D barcodes, excluding the “24100000000” barcode, must include the NACTP code for the software producing the final form.