



**Specifications and Test Scenarios for
Form R-1201-2D (2018)**

Specifications:

Size: The size of the voucher sheet must be 8-1/2" x 11".

Grid Line and Position Numbers: Grid line numbers are based on **6 lines per vertical inch** (pica spacing)—66 lines per 11-inch page length. Grid position numbers are based on **10 characters per horizontal inch** (10-pitch spacing)—85 characters per 8-1/2-inch page width.

Vendor Identification Number: Each software vendor who develops a substitute of Form R-1201 must have a four-digit vendor identification number approved by the Louisiana Department of Revenue. This number remains the same each year. If you do not have an approved identification number or are unsure what yours is, please send a request/inquiry by email to Substitute.Inquiries@LA.gov.

Reference Points: Reference points are placed in various positions throughout the form and must be positioned exactly as specified. These marks must be printed as black-filled rectangles measuring 1/10" (1 grid position) horizontally and 1/6" (1 grid line) vertically as illustrated below.



There are 5 reference points on each return in the following positions:

- Line 35, Position 19
- Line 35, Position 80
- Line 48, Position 19
- Line 48, Position 80
- Line 61, Position 80

Document Identification Numbers: A document identification number has been assigned to each quarter's return. The numbers must be printed in a **12-point Courier font** on Line 63 in Positions 77 through 80. The following are the numbers assigned to Form R-1201-2D:

<u>2018 Returns</u>	<u>Doc ID No.</u>
R-1201-2D, 1 st quarter.....	3811
R-1201-2D, 2 nd quarter.....	3812
R-1201-2D, 3 rd quarter.....	3813
R-1201-2D, 4 th quarter.....	3814

1-D Barcode: A 1-D barcode must be printed on each return according to the following specifications:

- The barcode is a "three of nine" type,
- Reads as the same number as the document identification number,
- Is 1/2" in height, and
- Is positioned 1/2" from the left edge and 1/2" from the bottom edge of each return.

Specifications for the 2-D barcode begin on Page 3 of this document.

Printed Variable Data: The printed variable data fields must meet the following criteria:

- 12-point Courier font (10 characters per inch).
- Uppercase only.
- No punctuation, symbols, or decimal points.
- Right-justify all dollar amounts; left-justify all other fields.
- Round all dollar amounts to the nearest whole dollar—no cents allowed.
- Dollar amounts of the return should **not** be left blank. Use “0” (zero) as the default.
- Negative amounts are **not** allowed.
- The fields must be positioned and formatted as follows:

Field Name	Comments	Exact Placement on Grid	Field Type	Field Length
Vendor ID		Line 8 Position(s) 77-80	Numeric	4
Account Number	Louisiana Revenue account number	Line 11 Position(s) 20-29	Numeric	10
Legal Name	Legal name of employer	Line 14 Position(s) 6-40	Alphanumeric	35
Trade Name	DBA name of employer	Line 15 Position(s) 6-40	Alphanumeric	35
Mailing Address		Line 16 Position(s) 6-40	Alphanumeric	35
City State Zip		Line 17 Position(s) 6-40	Alphanumeric	35
Return Line 1	Louisiana income tax withheld for the first month of quarter	Line 37 Position(s) 28-36	Numeric	9
Return Line 2	Louisiana income tax withheld for the second month of quarter	Line 40 Position(s) 28-36	Numeric	9
Return Line 3	Louisiana income tax withheld for the third month of quarter	Line 43 Position(s) 28-36	Numeric	9
Return Line 4	Total withholdings for the quarter – Add Lines 1,2, and 3.	Line 46 Position(s) 28-36	Numeric	9
Return Line 5	Remittance made during quarter.	Line 37 Position(s) 68-76	Numeric	9
Return Line 6	Amount Due – If Line 4 > Line 5, enter the result of Line 4 – Line 5.	Line 40 Position(s) 68-76	Numeric	9
Return Line 7	Overpayment – If Line 4 < Line 5, enter the result of Line 5 – Line 4.	Line 46 Position(s) 68-76	Numeric	9
Indicator 1— Business closed or stopped paying wages	Print an “X” (uppercase) in the specified position in order to denote the indicator. Do not print a box, only the “X” if applicable.	Line 59 Position(s) 40	Alpha	1
Final Date	Final date wages were paid. Format: mmddyy	Line 59 Position(s) 45-50	Numeric	6
Indicator 2— Amended return	Print an “X” (uppercase) in the specified position in order to denote the indicator. Do not print a box, only the “X” if applicable.	Line 62 Position(s) 40	Alpha	1

2-D Barcode:

Requirements:

- The 2-D barcode should be placed on each return on Lines 11-19 in Positions 51-80. The barcode must fit within this area of the form.
- Use a carriage return <CR> to delimit fields. Each barcode field should have a carriage return, even if no information is contained in the field. This carriage return should measure as 1 byte of data.
- No punctuation is allowed in any field. No hyphens, dashes, parentheses, or other separators should be used.
- All alpha characters must be in uppercase.
- If a field is not applicable, leave it blank unless specifically instructed otherwise.
- Negative amounts are not accepted. If less than zero, enter zero unless specifically instructed otherwise.
- Only whole dollar amounts should be entered.
- Do not include supplemental information in the barcode.
- Error correction level should be set to 4.

Barcode Layout:

1. Header Information
2. Government Specific Data
3. Trailer

Header Information – This information is placed first in the barcode data stream. The first six fields in the barcode comprise the official header. This information must be consistent among all barcodes and is defined below.

- **Header Version Number** will be incremented each time the standards group alters the physical structure of the barcodes that were created using multiple header formats. This value is static for all barcodes and is currently T1.
- **Developer Code** is a four-digit code used to identify the software developer whose application produced the barcode. The purpose of the field is to allow forms to be traced to the vendor producing them. Software developer codes are assigned through the NACTP and may differ from software developer ID for the form that is assigned by LDR.
- **Jurisdiction** is an alphanumeric identifier indicating the taxing jurisdiction. Use the U.S. Postal Service’s official state abbreviations. For Louisiana, use LA.
- **Description** is an alphanumeric identifier used to describe the form being processed. Use the following identifiers:

<u>2018 Returns</u>	<u>Identifiers</u>
R-1201-2D, 1 st quarter.....	3811
R-1201-2D, 2 nd quarter.....	3812
R-1201-2D, 3 rd quarter.....	3813
R-1201-2D, 4 th quarter.....	3814

- **Specification Version** is a number that identifies the version of the specifications used to produce the form barcode. These specifications are provide by the jurisdiction processing the form and describe the data layout in the barcode. Draft versions of the specifications are not assigned version numbers. The final version shall be “0”; revisions thereafter will increase numerically.
- **Software/Form Version** is a vendor-defined version number that reflects the software and form revision used to produce the barcode.

Government Specific Data – For a detailed layout of the government specific data, see Page 5 of this document.

Trailer – The trailer is the last field in the barcode data stream. The trailer is used to indicate the end of data has been reached. A static string of *EOD* is used as the trailer value.

Example of 2-D Barcode:

```
T1<CR>      (Header Version Number)
9999<CR>    (Developer Code)
LA<CR>      (Jurisdiction)
6063<CR>    (Description)
0<CR>       (Specification Version)
1.0<CR>     (Software Version)
...
...
...
*EOD*<CR>
```

Information to Provide to Customers: We are requesting that all participating vendors provide to their customers a few short statements that describe what a two-dimensional barcode is and why it is being utilized. The following information should be provided to the customer:

Employer’s Return of Louisiana Withholding Tax (Form L-1)

The Louisiana Department of Revenue is utilizing two-dimensional (2-D) barcode technology. The barcode contains the information that was entered into your return. Below, is an example of a 2-D barcode.

2-D Barcode Sample



2-D Barcode Fields:

Header Information				
Field No.	Field Type	Field Length	Field Name	Comments
1	Alphanumeric	2	Header Version	Value is T1 .
2	Numeric	4	Developer Code	4-digit code (See Appendix 1 of the 2-D Bar Coding Standards .) used to identify the software developer whose application produced the barcode and may differ from the software developer ID in Field 7 below
3	Alpha	2	Jurisdiction	Value is LA .
4	Numeric	4	Description	Value must correspond to the tax period as follows: 3811 for the 1 st quarter 3812 for the 2 nd quarter 3813 for the 3 rd quarter 3814 for the 4 th quarter
5	Numeric	1	Specification Version	Value is 0 .
6	Alphanumeric	10	Software/Form Version	Vendor-defined version number that reflects the software and form revision used to produce the barcode.

2-D Barcode Fields (continued):

Government Specific Data				
Field No.	Field Type	Field Length	Field Name	Comments
7	Numeric	4	Vendor ID	Vendor Identification Number (4-digit number) assigned by LDR, which may differ from the software developer ID in Field 2 above
8	Numeric	10	Account Number	Louisiana Revenue account number
9	Alphanumeric	35	Legal Name	Legal name of employer
10	Alphanumeric	35	Trade Name	DBA name of employer
11	Alphanumeric	35	Mailing Address	
12	Alphanumeric	35	City State Zip	
13	Numeric	8	Taxable Period	Taxable Period (mmdyyy): 03312018 for the 1 st quarter of 2018 06302018 for the 2 nd quarter of 2018 09302018 for the 3 rd quarter of 2018 12312018 for the 4 th quarter of 2018
14	Numeric	4	Form ID Number	Value must correspond to the tax period as follows: 3811 for the 1 st quarter 3812 for the 2 nd quarter 3813 for the 3 rd quarter 3814 for the 4 th quarter
15	Numeric	9	Return Line 1	Louisiana income tax withheld for the first month of quarter
16	Numeric	9	Return Line 2	Louisiana income tax withheld for the second month of quarter
17	Numeric	9	Return Line 3	Louisiana income tax withheld for the third month of quarter
18	Numeric	9	Return Line 4	Total Withholdings – Add Lines 1,2, and 3.
19	Numeric	9	Return Line 5	Remittance made during quarter.
20	Numeric	9	Return Line 6	Amount Due – If Line 4 > Line 5, enter the result of Line 4 – Line 5.
21	Numeric	9	Return Line 7	Overpayment – If Line 4 < Line 5, enter the result of Line 5 – Line 4.
22	Alphanumeric	9	Paid Preparer ID	Enter the PTIN. Otherwise, enter the firm's EIN.
23	Numeric	1	Indicator 1— Business closed or stopped paying wages	Enter "1" if business closed or stopped paying wages. Enter "0" if not applicable.
24	Numeric	6	Final Date	Final date wages were paid. Format: mmdyy
25	Numeric	1	Indicator 2— Amended return	Enter "1" if an amended return. Enter "0" if not applicable.
Trailer				
26	Indicates the end of the data file. Value is *EOD*.			

Placement: Illustrated on Page 3 is the placement of the vendor identification number, document identification number, reference points, 1-D barcode, 2-D barcode, and printed variable data fields in relation to a 6 x 10 grid.

First Quarter Employer's Return of Louisiana Withholding Tax Form L-1

LOUISIANA DEPARTMENT of REVENUE

Mail your Return and Payment to:
Louisiana Department of Revenue
P.O. Box 91017
Baton Rouge, LA 70821-9017

Tax Period 03/31/2018	Due Date 04/30/2018
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Account Number



What is an L-1?
Form L-1 is the Employer's Quarterly Return of Louisiana Withholding Tax. Every employer who withholds, or who is required to withhold Louisiana income tax from wages of employees, must file a quarterly L-1 return. Any employer who fails to withhold and pay amounts required to be withheld is personally liable for such amounts.

Each return covers one quarterly taxable period and must be filed by the filing deadline. A quarterly return must be filed even if no taxes are withheld during the quarter or if wages paid to employees were not sufficient to require withholding.

When and how should I remit tax withheld from my employees?
Payments must be made according to your mandated payment frequency. Payments for the last period of the quarter must be submitted with the L-1 return. All other payments must be submitted with an L-1V payment voucher.

When is the L-1 Return due?
Quarterly and Monthly payers should submit Form L-1 with payment on the last day of following month after the close of the calendar quarter. The due dates are as follows:

1 st Quarter April 30 th	2 nd Quarter July 31 st
3 rd Quarter October 31 st	4 th Quarter January 31, 2019

If the due date falls on a weekend or holiday, the return is due the next business day and becomes delinquent on the following day.

Lines 1-3 Enter the amount of Louisiana income tax withheld or required to be withheld from the wages of your employees for the appropriate month.

Line 4 Add Lines 1, 2 and 3. This is the total amount of taxes withheld for the quarter.

Line 5 Calculate the total amount of withholding taxes that was remitted to the department during the quarter.

Lines 6 and 7 Self-explanatory

How do I amend an L-1?

Form L-1 is used to reconcile the payments made within this quarter to the actual amount of taxes withheld. Adjustments for prior quarters cannot be made in the current quarter. It will be necessary to file amended returns for all quarters in which corrections were made. When filing an amended return, you must use the correct form for the quarter being amended, report the corrected amounts, and mark the "Amended Return" box.

1 Louisiana Withholding Tax January 1		5 Less remittance made during quarter. 5	
2 Louisiana Withholding Tax February 2		6 If Line 4 is greater than Line 5, subtract Line 5 from Line 4. Pay this amount. 6	
3 Louisiana Withholding Tax March 3			Make payment to: Louisiana Department of Revenue (DO NOT SEND CASH)
4 Total 1st Quarter Withholdings 4		7 If Line 4 is less than Line 5, subtract Line 4 from Line 5. This is your overpayment. . . . 7	

Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Signature		Date (mm/dd/yyyy)	
Print Name	Title	Telephone	

PAID PREPARER USE ONLY	Print/Type Preparer's Name	Preparer's Signature	Date (mm/dd/yyyy)	Check <input type="checkbox"/> if Self-employed	PTIN
	Firm's Name >			Firm's EIN >	
	Firm's Address >			Telephone >	

Mark this box if your business has closed or you have stopped paying wages. (mmdyyy)

Enter the final date wages were paid.

Mark this box if this is an amended return.

Field Flag FOR OFFICE USE ONLY

3811

Test Scenarios:

Please prepare the necessary tax returns (8 total) using the test scenarios below. Each return must be completed in its entirety.

Mail your test samples to: Attention: Forms Management Unit
 Policy Services Division
 Louisiana Department of Revenue
 617 N. Third St.
 Baton Rouge, LA 70802-5428

All first submissions of test documents must be submitted to LDR on or before **April 30, 2018**. Testing of forms that are submitted after this date must be arranged with the department prior to submission.

Scenario 1	Legal Name: Test Company 1 Trade Name (dba): Testing 1-2-3 Address: 123 Anywhere St. Baton Rouge, LA 70801 Account Number: 0000001-001	Tax Period: 03/31/2018 January withholdings: \$ 4,950 February withholdings: \$ 4,482 March withholdings: \$ 4,585 Remittance during quarter: \$ 9,432 Final Return: n/a Final date wages were paid: n/a Amended Return: YES
		Tax Period: 06/30/2018 April withholdings: \$ 4,831 May withholdings: \$ 4,866 June withholdings: \$ 4,461 Remittance during quarter: \$ 9,697 Final Return: n/a Final date wages were paid: n/a Amended Return: n/a
		Tax Period: 09/30/2018 July withholdings: \$ 4,901 August withholdings: \$ 4,897 September withholdings: \$ 3,990 Remittance during quarter: \$ 9,798 Final Return: n/a Final date wages were paid: n/a Amended Return: n/a
		Tax Period: 12/31/2018 October withholdings: \$ 4,725 November withholdings: \$ 4,877 December withholdings: \$ 4,461 Remittance during quarter: \$ 9,602 Final Return: n/a Final date wages were paid: n/a Amended Return: n/a

Scenario 2	Legal Name: Test Company 2 Trade Name (dba): This is a Test Address: 3210 Any St. New Orleans, LA 70112 Account Number: 0000002-001	Tax Period: 03/31/2018 January withholdings: \$ 528 February withholdings: \$ 609 March withholdings: \$ 575 Remittance during quarter: \$ 1,137 Final Return: n/a Final date wages were paid: n/a Amended Return: n/a
	Tax Period: 06/30/2018 April withholdings: \$ 594 May withholdings: \$ 741 June withholdings: \$ 730 Remittance during quarter: \$ 1,335 Final Return: n/a Final date wages were paid: n/a Amended Return: n/a	
	Tax Period: 09/30/2018 July withholdings: \$ 733 August withholdings: \$ 692 September withholdings: \$ 714 Remittance during quarter: \$ 1,425 Final Return: n/a Final date wages were paid: n/a Amended Return: n/a	
	Tax Period: 12/31/2018 October withholdings: \$ 715 November withholdings: \$ 674 December withholdings: \$ 158 Remittance during quarter: \$ 1,389 Final Return: YES Final date wages were paid: 12/07/2018 Amended Return: n/a	