STATE OF VERMONT DEPARTMENT OF TAXES

SCAN SPECIFICATIONS

FOR

PERSONAL INCOME

2020
TAX YEAR

SUBSTITUTE FORMS – GENERAL

Please provide users with printing instructions to ensure that their printed returns match the samples you submitted for approval.

List of Individual Income forms being scanned for the 2020 tax year

IN-111	**IN-112**	**IN-113**	**IN-114**	**IN-116**	**IN-117**	**IN-119**
HS-122	**PR-141**	**HI-144**	**IN-151**	**IN-152**	**IN-152A**	**IN-153**

NOTE: **Form LC-142, Landlord's Certificate is not reproducible and should not be included in your software.** The landlord is required to issue LC-142 to his/her tenants the same as an employer is required to issue a W-2 to his/her employees.

Forms will be approved in subsets as indicated below. All forms in a subset must receive approval at the same time. *Example:* Form IN-111 will not receive approval until Schedules IN-112, IN-113, IN-117, IN-119, and IN-153 are approved. You are required to use the test samples found on the FTA SES website.

Subsets allowed:

1. IN-111, IN-112, IN-113, IN-116, IN-117, IN-119, IN-153
2. IN-114
3. HS-122, HI-144*
4. PR-141, HI-144*
5. IN-151
6. IN-152
7. IN-152A

*Schedule HI-144 must be submitted with each subset (subsets 3 and 4).

SUBSTITUTE FORMS

Substitute forms must be reproduced to match the official forms as closely as possible. All variable data fields must be in absolute positions. We will reject forms our scanning equipment cannot read.

When reconstructing forms, be aware of the following:
- Lines of text in paragraph must break at the exact location as the official forms.
- Match the font sizes of the official forms as closely as you can. Use bold fonts as they appear on the official forms.

PAPER AND INK

Paper for substitute forms must be at least 20 lb. white stock and the same size as the Department's original (8 ½ x 11 unless otherwise specified).

Forms and payment vouchers must be the same size as the officially printed forms and vouchers.

Software must inform taxpayers to submit originally printed forms and schedules for processing.

All pages of forms and schedules must be printed not just the pages with data on them. If there is any data filled in, your software should print all the pages of the form or schedules.

VARIABLE DATA FIELDS

USE <u>COURIER or COURIER NEW 12 POINT </u>FONT FOR ALL DATA FIELDS.

Data placement is specified as exact positions using a 10/6 grid -- 10 spaces per horizontal inch and 6 lines per vertical inch. Beginning grid position and maximum length of field is given in these specifications.

DO NOT print internal codes, date/time stamps, distribution information, etc. above the barcode or title of the form.

Alpha characters must be in <u>**UPPERCASE** </u>**only.**

<u>Do not allow more characters in the body of the form than is allowed by "Maximum Field Length."</u> Examples: 1) Do not allow 45 characters in the mailing address because the maximum length only allows 35 character; 2) Do not allow 7 or more digits in a dollar amount if the form only allows 6 digits. **IMPORTANT**: Dollar amount on Schedule HI-144 MUST NOT exceed 6 digits!

DOLLAR AMOUNTS

- All forms and schedules are whole dollar only.
- Do not use commas as thousand separators.
- All amounts fields are right justified.
- If negative value, do not print minus sign "- ". Make sure there is an "X" in the loss checkbox.
- If no taxpayer entry, fields must be left blank except for hard coded zeros. Do not use non-numeric characters such as NONE, N/A, ZERO, etc. in the amount fields.

CHECKBOXES

- Must be formatted as blank or X only.

DATES

- Do not print slashes or dashes except for hard coded slashes.
- Date format: MMDDYYYY

TELEPHONE NUMBERS

- Do not print parentheses or dashes

TEST CASES AND SAMPLE DATA

Test cases will be posted to FTA SES website. The test cases are designed to look for specific issues that we have experienced with each form. It is imperative that you use all the information provided in each test case, not just the name and address. **If the sample(s) submitted do not use the test case information provided, the forms will be rejected.**

DUE DATE

First submittals for substitute forms approval must be received by the Department no later than Friday, January 1, 2021. First submittals received after January 1, 2021 will not be approved.

SUBMITTING FORMS FOR APPROVAL

When submitting forms for approval, please submit one blank form, one of each test cases using the samples posted on the FTA website and one full-field form. Please include your e-mail address in your cover letter. We will give approval/disapproval via e-mail.

Blank forms contain no variable data and should have a barcode where applicable.

Sample data forms must be created using the test cases found on FTA SES website. If our test cases are not used, then submitted forms will not be tested or approved.

Full-field forms are like those shown in these specifications. Each field is filled with numbers and/or letters to show the maximum field lengths while conforming to specifications. Example: If a field is a numeric field, do not fill with letters.

The sample forms should be sent to:

(via UPS, FedEx, DHL, etc., use:)	**(via US Mail, use:)**
Ann Lane, Vendor Liaison	Ann Lane, Vendor Liaison
Vermont Department of Taxes	Vermont Department of Taxes
133 State Street	PO Box 429
Montpelier, VT 05633-1401	Montpelier, VT 05601-0429

RELEASE OF PROGRAM

Vendors should notify the Department by e-mail (*ann.lane@vermont.gov*) when their program is released.

MAILING COMPLETED RETURNS

The Department has two addresses for mailing completed Income tax returns (Personal Income tax returns only). This is for use by the taxpayer(s) and tax preparer(s). These addresses are not for submitting forms for approval prior to selling or using the software.

Returns with **payment** enclosed:
Vermont Department of Taxes
PO Box 1779
Montpelier, VT 05601-1779

Returns expecting a **refund** or **no tax due**:
Vermont Department of Taxes
PO Box 1881
Montpelier, VT 05601-1881

SCAN SPECIFICATIONS

LAYOUT

- The form was designed on a 10x6 grid.

SHADING

- Should not be used on any part of the forms.

TARGETS/ANCHORS

- Targets are required on the forms. Exact placement of targets is required. Follow grid layout for size and positioning.

- There are three targets on each page as shown below.

BARCODE

- This is specific to the form.

- The last two digits of the barcode represent your VT vendor number.

- Follow grid layout for positioning.

VENDOR CODES

Vermont requires Vendor ID Codes in two places on the forms. In most cases, both numbers identify the same company.

- **Forms -** Each vendor that creates forms will use the 2-digit Vendor code assigned by the Department in place of the "00" as the last two digits in the barcode. If you need a 2-digit vendor code, please contact Ann Lane via email at *ann.lane@vermont.gov*

- **Data -** Each vendor that creates software that prints the variable data on Department-approved substitute forms will print their 4-digit ID number assigned by the National Association of Computerized Tax Processors (NACTP) on each page of the form on the bottom left corner. If you need an NACTP ID number, please complete the form at https://www.nactp.org

Important Instructions for All Income Forms and schedules

Printing issue - Showing more than one form or schedule on the same printout is not acceptable. If printing in duplex, both pages of a substitute form must match the official form. For instance, IN-111 can be printed on both sides of the paper as the official form is a multi-page. Taxpayers have filed returns with more than one form or schedule duplexed or page 1 of IN-111 on the back page of the software filing instructions/tax summary. Intermingling of forms will delay the processing of tax returns.

Missing pages - When submitting a multi-page form, please advise taxpayers to send all its pages. For instance, IN-112 is a 2-page form, both pages must be submitted.