



Testing and Approval Requirements for Substitute Forms

Testing:

Substitute forms must be submitted to the Louisiana Department of Revenue for testing and approval prior to distribution. Ten (10) business days should be allowed for the review and testing of sample forms. Results will be issued via e-mail or fax. Testing will begin as follows:

Vouchers		Testing Begins:
CIFT-620ES-SD	Substitute Estimated Tax Declaration Voucher for Corporations	09/01/09
IT-540ES-SD	Substitute Estimated Tax Declaration Voucher for Individuals	09/01/09
R-540V-SD	Substitute Electronic Filing Payment Voucher	09/02/09
Individual Income Tax Returns		Testing Begins:
IT-540-SD	Substitute Resident Individual Income Tax Return and Schedules, and Worksheets	11/02/09 (tentative)
IT-540-2D	Substitute Resident Individual Income Tax Return (with 2-D Barcode), Schedules, and Worksheets	11/02/09 (tentative)
R-6006	Resident Information Sheet (used with IT-540-SD and IT-540-2D)	11/02/09 (tentative)
IT-540B-SD	Substitute Nonresident Individual Income Tax Return, Schedules, and Worksheets	11/02/09 (tentative)
IT-540B-2D	Substitute Nonresident Individual Income Tax Return (with 2-D Barcode) and Schedules	11/02/09 (tentative)
R-6007	Nonresident Information Sheet (used with IT-540B-SD and IT-540B-2D)	11/02/09 (tentative)
Corporation Income/Franchise Tax Return		Testing Begins:
CIFT-620-SD	Substitute Corporation Income/Franchise Taxes Return and Schedules	12/01/09 (tentative)
All other forms (non-scannable)		Testing Begins:
(various)	(any form containing a barcode and document identification number)	(as forms are finalized)

All test documents must be submitted to the department on or before **December 31, 2009**. Testing of forms that are submitted after this date must be arranged with the department prior to submission.

Test Samples:

Scenarios that **must** be used in preparing the test samples are provided in the following documents:

R-2202	Specifications and Test Scenarios for CIFT-620ES-SD	(Final posted.)
R-2203	Specifications and Test Scenarios for CIFT-620-SD	(Not yet available.)
R-6223	Specifications and Test Scenarios for R-540V-SD	(Final posted.)
R-6231	Specifications and Test Scenarios for IT-540ES-SD	(Final posted.)
R-6232	Specifications and Test Scenarios for IT-540-SD	(Draft will be available by September 30, 2009.)
R-6233	Specifications and Test Scenarios for IT-540B-SD	(Draft will be available by September 30, 2009.)
R-6234	Specifications and Test Scenarios for IT-540-2D	(Draft will be available by September 30, 2009.)
R-6235	Specifications and Test Scenarios for IT-540B-2D	(Draft will be available by September 30, 2009.)

Only **hardcopy samples** are accepted for testing. For forms that do not have test scenarios listed above but contain a barcode and document identification number, please submit five (5) blank hardcopy samples. Forms that **do not** contain a barcode and document identification number will not be tested; however, should a sample be submitted, only a verification of whether, or not, it is the current version will be given. In this case, only one (1) blank hardcopy sample is necessary.

NOTE: Samples will not be proofread. Proofreading forms is the responsibility of the software vendor.

Form approvals and test samples should be sent to:

OVERNIGHT DELIVERY:

Attention: Forms Management Unit
Tax Administration Division, 7th Floor
Louisiana Department of Revenue
617 N. Third St.
Baton Rouge, LA 70802-5428

STANDARD MAIL:

Attention: Forms Management Unit
Louisiana Department of Revenue
P.O. Box 3193
Baton Rouge, LA 70821-3193

Contact Information:

Questions, inquiries, comments, etc., should be directed to:

Fay Guidry (primary) or Denise Emery (secondary)
E-mail: SubFormInquiries@LA.gov
Telephone: (225) 219-2690
FAX: (225) 231-6220