

Specifications:

Size: 8-1/2" x 11"

Font: The only font requirements are for the **document identification numbers** and the **scan line**. Both must be Courier 12-point (10 characters per inch).

Variable Data Positioning on Return:

Return, Page 1:

Louisiana Revenue Account Number: Line 5, Positions 51-60

Name and Address: Lines 8-16, Positions 49-80.

Lines A – J: Line A must be on Line 19 of the grid and Line J must be on Line 33 of the grid. "Yes" boxes for Lines H through J should be in position 71. "No" boxes for Lines H through J should be in position 77. All lines that are between Lines A and J should be vertically spaced proportionally.

Line 1A – 6: Line 1A must be on Line 36 of the grid and Line 6 must be on Line 53 of the grid. All lines that are between Lines 1A and 6 should be vertically spaced proportionally.

Return, Page 2:

Louisiana Revenue Account Number: Line 4, Positions 64-73

Lines 7A – 13: Line 7A must be on Line 7 of the grid and Line 13 must be on Line 19 of the grid. All lines that are between Lines 7A and 13 should be vertically spaced proportionally.

Lines 14 – 25: Line 14 must be on Line 22 of the grid and Line 25 must be on Line 42 of the grid. All lines that are between Lines 14 and 25 should be vertically spaced proportionally.

Return, Page 3 (Schedules NRC and RC):

Louisiana Revenue Account Number: Line 4, Positions 64-73

Schedule NRC:

Lines 1 – 11: Line 1 must be on Line 9 of the grid and Line 11 must be on Line 24 of the grid. All lines that are between Lines 1 and 11 should be vertically spaced proportionally.

Schedule RC:

Lines 1 – 6: Line 1 must be on Line 42 of the grid and Line 6 must be on Line 49 of the grid. All lines that are between Lines 1 and 6 should be vertically spaced proportionally.

Vendor Code: Each software vendor who develops a substitute of Form CIFT-620 must have a four-digit vendor code 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.

This number must appear on Page 1 of the return on Line 57 of the grid in Positions 9-12.

Specifications (continued):

Document Identification Numbers: The document identification numbers must be printed in a 12-point Courier font and positioned as follows:

<u>Position</u>	<u>Doc ID</u>	<u>Form/Schedule</u>
Line 59 , Positions 75-78:	2461	Return, Page 1
Line 62 , Positions 75-78:	2462	Return, Page 2
	2463	Return, Page 3 (Schedules NRC and RC)
	2464	Schedule A
	2465	Schedule A-1
	2466	Schedules C and D
	2467	Schedules E, F, and G
	2468	Schedules H and I
	2471	Schedules M and N (CIFT-620A-SD)
	2472	Schedules P and Q (CIFT-620A-SD)

Registration Mark around Document Identification Number:

Return Page 1 (Doc 2461):

- A 2-point 1/2" **horizontal line**, positioned 1/2" from the right edge and 1-1/2" from the bottom edge, and
- A 2-point 1/2" **vertical line**, positioned 1/2" from the right edge of the page and 1" from the bottom edge of the page.

Return Page 2 and 3 and all schedules (Docs 2462 through 2468, 2471, and 2472):

- A 2-point 1/2" **horizontal line**, positioned 1/2" from the right edge and 1" from the bottom edge, and
- A 2-point 1/2" **vertical line**, positioned 1/2" from the right edge of the page and 1/2" from the bottom edge of the page.

Barcode:

- A "three of nine" type barcode measuring 1/2" in height must be printed on the return and schedules.
- The barcodes must read as follows:

<u>Form/Schedule</u>	<u>Barcode</u>
Return, Page 1	2461
Return, Page 2	2462
Return, Page 3 (Schedules NRC and RC)	2463
Schedule A	2464
Schedule A-1	2465
Schedules C and D	2466
Schedules E, F, and G	2467
Schedules H and I	2468
Schedules M and N (CIFT-620A)	2471
Schedules P and Q (CIFT-620A)	2472

Specifications (continued):

- The barcodes must be positioned as follows:

<u>Position</u>	<u>Form/Schedule</u>
Within Lines 59 and 61 and 1/2" from the left edge:	Return, Page 1
Within Lines 61 and 63 and 1/2" from the left edge:	Return, Page 2 Return, Page 3 (Schedules NRC and RC) Schedule A Schedule A-1 Schedules C and D Schedules E, F, and G Schedules H and I Schedules M and N (CIFT-620A-SD) Schedules P and Q

Scan Line: The font of the scan line must be Courier 12-point (10 characters per inch). The scan line must be printed on Line 63 of Page 1 of the return in Positions 11 through 76. A layout of the scan line is as follows:

AAAAB---CCCCCCCCC-DDD--EEEEEEEE-FFFFFFF-GGGGGGGGGG-HHHHHHHHHHI-J

- A = Document identification number (4 digits), which is **2461**.
- B = Check digit (1 digit) for the document identification number, which (in this case) is **2**.
- C = Account number (10 digits).
- D = Batch type code (3 digits), which is **243** if the total amount due (Line 25) > 0 or **244** if the total amount due (Line 25) = 0.
- E = Taxable period (8 digits—mmddyyyy).
- F = This field (8 digits) is an open field, which is all zeros—**00000000**.
- G = Account number (10 digits).
- H = Total amount due (10 digits--\$\$\$\$\$\$~~00~~). Zero-fill blank data area.
- I = Check digit (1 digit) for the total amount due.
- J = Check digit (1 digit) for Fields C, D, E, F, G, H, and I.
- = Blank space.

NOTE: The **check digits** contained in the scan line are derived using the Modulus 10 self-check digit computation found on Page 4.

Example 1: Account number = 1127653070
Taxable period = 12/31/2013
Total amount due = \$1,500.00

Scan line should be:

24612 1127653070 243 12312013 00000000 1127653070 00001500008 3

Example 2: Account number = 1127653686
Taxable period = 06/30/2014
Total amount due = \$0.00

Scan line should be:

24612 1127653686 244 06302014 00000000 1127653686 00000000000 3

Modulus 10 Self-check Digit Computation:

1. Multiply the unit's position and every alternate position of the base number by 2 starting with right most position.
2. Add the digits in the products to the digits in the base number that were not multiplied.
3. Subtract the sum from the next higher number ending in zero. The difference is the self-check digit.

Example:	Base Number	4 9 9 8 6 5 5 9
	Right most position and every other position	9 5 6 9 4
	Multiply by 2.	18, 10, 12, 18, 8
	Add the digits in the product.	(1+8), (1+0), (1+2), (1+8), 8
	Digits not multiplied.	5 5 8 9
	Add.	(1+8)+5+(1+0)+5+(1+2)+8+(1+8)+9+8
	Sum	57
	Next higher number ending in zero	60
	Subtract.	60-57
	Self-check digit	3

Test Scenarios:

Please prepare tax returns using the various test scenarios below. Each return should have the Louisiana Revenue Account Number, the corporation's name and address, and the scan line printed according to specifications.

Mail your test samples to: Attention: Forms Management Unit
Public Affairs Division, 7th Floor
Louisiana Department of Revenue
617 N. Third St.
Baton Rouge, LA 70802-5428

Scenario 1	<p>Taxpayer's Name: Easy as Pie Bakery Address: 123 Sweet Street Baton Rouge, LA 70806-0123</p> <p>Account Number: 1127653070</p> <p>Year Ending Date: 12/31/2013</p> <p>Total Amount Due: \$380.00</p>
Scenario 2	<p>Taxpayer's Name: Joy's Collectibles Address: 65 Ty Drive Monroe, LA 73953-0492</p> <p>Account Number: 1127653686</p> <p>Year Ending Date: 02/28/2014</p> <p>Total Amount Due: \$0.00</p>
Scenario 3	<p>Taxpayer's Name: PDC's Dog Kennel Address: 987 Labrador Lane Lafayette, LA 78354-0202</p> <p>Account Number: 1127653232</p> <p>Year Ending Date: 04/30/2014</p> <p>Total Amount Due: \$2,576.00</p>
Scenario 4	<p>Taxpayer's Name: JR's Stockyards Address: 400 Bovine Boulevard Gonzales, LA 70737-7585</p> <p>Account Number: 1127653707</p> <p>Year Ending Date: 10/31/2014</p> <p>Total Amount Due: \$32,180.00</p>