



**Specifications and Test Scenarios for
Form CIFT-620-SD
(2010 Income / 2011 Franchise)**

Specifications:

Size: 8-1/2" x 11"

Font: The font of the **document identification numbers** and the **scan line** 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" box on Line 33 should be in position 71. "No" box on Line 33 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:

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

Lines 1 – 14: Line 1 must be on Line 9 of the grid and Line 14 must be on Line 24 of the grid. All lines that are between Lines 1 and 14 should be vertically spaced proportionally.

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

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:	2118	Return, Page 1
Line 62, Positions 75-78:	2119	Return, Page 2
	2120	Return, Page 3 Schedules NRC and RC
	2122	Schedule A
	2123	Schedule A-1
	2124	Schedules C and D
	2125	Schedules E, F, and G
	2126	Schedules H and I
	2128	Schedules M and N (CIFT-620A)
	2129	Schedules P and Q

Specifications (continued):

Reference Mark around Document Identification Number:

Return Page 1 (Doc 2118):

- 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 2119 through 2129):

- 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 at least 1/4" in height (but no more than 1/2") must be printed on the return and schedules.
- The barcodes must read as follows:

<u>Form/Schedule</u>	<u>Barcode</u>
Return, Page 1	2118
Return, Page 2	2119
Return, Page 3Sch NRC & RC	2120
Schedule A	2122
Schedule A-1	2123
Schedules C and D	2125
Schedules H and I	2126
Schedules M and N (CIFT-620A)	2128
Schedules P and Q	2129

- The barcodes must be positioned as follows:

<u>Position</u>	<u>Form/Schedule</u>
Line 61 , Position 6:	Return, Page 1
Line 63 , Position 6:	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)
	Schedules P and Q

Specifications (continued):

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-FFFFFFFF-GGGGGGGGGG-HHHHHHHHHHI-J

- A = Document identification number (4 digits), which is **2118**.
- B = Check digit (1 digit) for the document identification number, which (in this case) is **8**.
- 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—mmdyyy).
- 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--\$\$\$\$\$\$*cc*). 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 = 12/31/2010
Total amount due = \$1,500.00

Scan line should be:

21188 1127653070 243 12312010 00000000 1127653070 00001500008 6

Example 2: Account number = 1127653686
Taxable period = 06/30/2011
Total amount due = \$0.00

Scan line should be:

21188 1127653686 244 06302011 00000000 1127653686 00000000000 6

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:

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

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: 12/31/2010</p> <p>Total Amount Due: \$0.00</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: 02/28/2011</p> <p>Total Amount Due: \$650.00</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: 04/30/2011</p> <p>Total Amount Due: \$12,250.00</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: 10/31/2011</p> <p>Total Amount Due: \$1,000.00</p>