



Testing and Approval Requirements for Substitute Forms

NOTE: The testing dates and statuses of the specifications and test scenarios below will be updated periodically as information becomes available. All other information will not change.

Testing:

Substitute forms must be submitted to the Louisiana Department of Revenue (LDR) for testing and approval prior to distribution. Ten (10) business days from the date of receipt by LDR should be allowed for the review and testing of sample forms. Results will be issued via e-mail and/or fax. All first submissions of test documents must be submitted to the department on or before **December 29, 2011**. Testing of forms that are submitted after this date must be arranged with the department prior to submission. Testing will begin as follows:

Vouchers		Testing Begins:
IT-540ES-SD	Substitute Estimated Tax Declaration Voucher for Individuals	07/05/11
CIFT-620ES-SD	Substitute Estimated Tax Declaration Voucher for Corporations	07/05/11
R-540V-SD	Substitute Individual Income Tax Electronic Filing Payment Voucher	07/05/11
R-6004-SD	Substitute Corporation Tax Electronic Filing Payment Voucher	07/05/11
Individual Income Tax Returns		Testing Begins:
IT-540-2D	Substitute Resident Individual Income Tax Return (with 2-D Barcode), Schedules, and Worksheets	11/01/11
IT-540B-2D	Substitute Nonresident Individual Income Tax Return (with 2-D Barcode) and Schedules	11/01/11
Corporation Income/Franchise Tax Return		Testing Begins:
CIFT-620-SD	Substitute Corporation Income/Franchise Taxes Return and Schedules	10/17/11
All other forms (non-scannable)		Testing Begins:
(various)	(any form containing a barcode and document identification number)	(as forms are finalized)

Test Samples:

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

Specifications and Test Scenarios		Status
R-2202	Specifications and Test Scenarios for CIFT-620ES-SD	Final version posted.
R-2203	Specifications and Test Scenarios for CIFT-620-SD	Final version posted.
R-2205	Specifications and Test Scenarios for R-6004-SD	Final version posted.
R-6223	Specifications and Test Scenarios for R-540V-SD	Final version posted.
R-6231	Specifications and Test Scenarios for IT-540ES-SD	Final version posted.
R-6234	Specifications and Test Scenarios for IT-540-2D	Final version posted.
R-6235	Specifications and Test Scenarios for IT-540B-2D	Final version posted.

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.

IMPORTANT: Text contained on samples will not be proofread. The proofreading of forms is the responsibility of the software vendor. However, required variable data will be checked for accuracy and placement.

Requests for form approval and test samples should be sent to:

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

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