

Specifications:

Size: 8-1/2" x 11"

Font: The only font requirement is for the **document identification numbers**, which 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 on Line 62 in Positions 75-78 of each page and are as follows:

<u>Form/Schedule</u>	<u>Barcode</u>
Return, Page 1	2571
Return, Page 2	2572
Return, Page 3 (Schedules NRC and RC)	2573
Schedule A	2574
Schedule A-1	2575
Schedules C and D	2576
Schedules E, F, and G	2577
Schedules H and I	2578
Schedules M and N (CIFT-620A)	2585
Schedules P and Q (CIFT-620A)	2586

Registration Mark around Document Identification Number: A registration mark must be printed on each page as follows:

- 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	2571
Return, Page 2	2572
Return, Page 3 (Schedules NRC and RC)	2573
Schedule A	2574
Schedule A-1	2575
Schedules C and D	2576
Schedules E, F, and G	2577
Schedules H and I	2578
Schedules M and N (CIFT-620A)	2585
Schedules P and Q (CIFT-620A)	2586

- The barcodes must be positioned 1/2" from the left edge and 1/2" from the bottom edge.

Scan Line: The scan line has been removed.

Test Samples:

Please note that, since the scan line has been removed, you may use the scenario information below or use whatever information of your choosing provided all specifications described in this document are met and each sample contains at least a Louisiana Revenue Account Number and a corporation's name and address since this variable data will be checked for proper placement.

Mail your test samples to: **Attention: Forms Management Unit
Support Services Division**
Louisiana Department of Revenue
617 N. Third St.
Baton Rouge, LA 70802-5428

Scenario 1	Taxpayer's Name: Easy as Pie Bakery Address: 123 Sweet Street Baton Rouge, LA 70806-0123 Account Number: 1127653070
Scenario 2	Taxpayer's Name: Joy's Collectibles Address: 65 Ty Drive Monroe, LA 73953-0492 Account Number: 1127653686
Scenario 3	Taxpayer's Name: PDC's Dog Kennel Address: 987 Labrador Lane Lafayette, LA 78354-0202 Account Number: 1127653232
Scenario 4	Taxpayer's Name: JR's Stockyards Address: 400 Bovine Boulevard Gonzales, LA 70737-7585 Account Number: 1127653707