



**Specifications and Test Scenarios for  
Form CIFT-620-SD  
(2011 Income / 2012 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" 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. This number must appear on Page 1 of the return on Line 57 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 <b>59</b> , Positions 75-78:	2237	Return, Page 1
Line <b>62</b> , Positions 75-78:	2238	Return, Page 2
	2239	Return, Page 3 (Schedules NRC and RC)
	2240	Schedule A
	2241	Schedule A-1
	2242	Schedules C and D
	2243	Schedules E, F, and G
	2244	Schedules H and I
	2247	Schedules M and N (CIFT-620A-SD)
	2248	Schedules P and Q

**Reference Mark around Document Identification Number:**

**Return Page 1 (Doc 2237):**

- 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 2238 through 2248):**

- 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	2237
Return, Page 2	2238
Return, Page 3 (Schedules NRC and RC)	2239
Schedule A	2240
Schedule A-1	2241
Schedules C and D	2242
Schedules E, F, and G	2243
Schedules H and I	2244
Schedules M and N (CIFT-620A)	2247
Schedules P and Q	2248

**Specifications (continued):**

- The barcodes must be positioned as follows:

<u>Position</u>	<u>Form/Schedule</u>
Line <b>61</b> , Position 6:	Return, Page 1
Line <b>63</b> , 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-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 **2237**.
- B = Check digit (1 digit) for the document identification number, which (in this case) is **6**.
- 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 = 12/31/2011  
Total amount due = \$1,500.00

Scan line should be:

22376 1127653070 243 12312011 00000000 1127653070 00001500008 5

**Example 2:** Account number = 1127653686  
Taxable period = 06/30/2012  
Total amount due = \$0.00

Scan line should be:

22376 1127653686 244 06302012 00000000 1127653686 00000000000 5

### 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.

<b>Example:</b>	Base Number	4 9 9 8 6 5 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  
 Tax Administration Division, 7<sup>th</sup> Floor  
 Louisiana Department of Revenue  
 617 N. Third St.  
 Baton Rouge, LA 70802-5428

<b>Scenario 1</b>	<p><b>Taxpayer's Name:</b> Easy as Pie Bakery  <b>Address:</b> 123 Sweet Street          Baton Rouge, LA 70806-0123</p> <p><b>Account Number:</b> 1127653070</p> <p><b>Year Ending Date:</b> 12/31/2011</p> <p><b>Total Amount Due:</b> \$950.00</p>
<b>Scenario 2</b>	<p><b>Taxpayer's Name:</b> Joy's Collectibles  <b>Address:</b> 65 Ty Drive          Monroe, LA 73953-0492</p> <p><b>Account Number:</b> 1127653686</p> <p><b>Year Ending Date:</b> 02/28/2012</p> <p><b>Total Amount Due:</b> \$700.00</p>
<b>Scenario 3</b>	<p><b>Taxpayer's Name:</b> PDC's Dog Kennel  <b>Address:</b> 987 Labrador Lane          Lafayette, LA 78354-0202</p> <p><b>Account Number:</b> 1127653232</p> <p><b>Year Ending Date:</b> 04/30/2012</p> <p><b>Total Amount Due:</b> \$0.00</p>
<b>Scenario 4</b>	<p><b>Taxpayer's Name:</b> JR's Stockyards  <b>Address:</b> 400 Bovine Boulevard          Gonzales, LA 70737-7585</p> <p><b>Account Number:</b> 1127653707</p> <p><b>Year Ending Date:</b> 10/31/2012</p> <p><b>Total Amount Due:</b> \$18,995.00</p>