Rhode Island Department of Revenue
Division of Taxation

RHODE ISLAND DIVISION OF TAXATION
FORM SPECIFICATIONS

TAX YEAR 2020

- Vendors are required to register with the Rhode Island Division of Taxation ("Taxation") in order to submit forms for approval. Registration is required for MeF, 2D, form, voucher and OCR scan line approvals.
  - o For MeF registration, submit a completed Tax Year 2020 MeF Registration Form (LOI)
  - o For paper form registration (2D, paper, voucher, and OCR scan line), submit a completed Substitute Form Vendor - Tax Year 2020 Registration Form

- Taxation no longer reviews paper forms for content – i.e. line references and typos. It will be the responsibility of the vendor to pay close attention to the form content on posted drafts, and subsequent final versions, in order to reproduce Rhode Island state tax forms.

- Taxation will be concentrating our efforts on ensuring the proper formatting and placement of data on the forms.

- Vendors will be able to submit forms for approval while the state form is still in draft mode. However, draft or preliminary forms may not be released to the public prior to state approval. Releasing forms in draft mode may result in taxpayer forms being rejected by the Division of Taxation.

- Draft versions will be posted on the Software Developers page of the Division of Taxation's website.

- Grid versions will be posted near the draft versions.

- There will be a notation next to each form series indicating when the forms in that series may be submitted for approval.

- All vendor submissions should be sent to Tax.VendorForms@tax.ri.gov . In the subject line of your email put "Vendor Submission – Vendor #XXXX". Replace the "XXXX" with your NACTP vendor ID number. Failure to properly identify your vendor ID number and the subject of your submission will result in a delay in reviewing your submission. In addition, in order to timely review a resubmission, you should reply to the email sent identifying the issue(s) and requesting the resubmission.

General

Software developers must comply with the required specifications within this document for each form to be considered approved for use. Do not provide draft or preliminary forms to the public prior to approval. Failure to follow the specifications may result in completed tax forms submitted by the public, being rejected by the Rhode Island Division of Taxation.

If a 2D layout is available for a form, software developers must support the 2D barcode.
Formatting for forms with a 2D layout should follow 2D requirements if they differ from 1D requirements.

For forms with a 2D layout, 2D approval and paper form approval will be one and the same. Forms will be tested completely before an approval/rejection is sent out.

Vendor Registration

Each year, vendors will be required to submit a registration application prior to and in order to, be able to submit forms for approval.

Send your completed registration form to Tax.VendorForms@tax.ri.gov . In the subject line of your email put "Vendor Registration Form – Vendor #XXXX". Replace the "XXXX" with your NACTP vendor ID number.

A confirmation email will be sent once registration is complete.

The RI Division of Taxation reserves the right to withhold approval of a vendor's application.

Software Developers Information Page

Draft forms will be posted on the Software Developers page of Taxation's website.

http://www.tax.ri.gov/misc/software_developers.php

Forms will be organized by tax type and will include the date the form was posted or most recently updated.

Forms containing a 1D barcode will also have a gridded version of the form posted. These gridded versions will show the exact location of each field on the form. Do not rely on these gridded versions for anything other than data formatting and placement. These versions may not be updated unless changes affect formatting or placement. They may also remain in Draft mode.

Registered vendors will be able to submit draft forms for approval as soon as forms are marked READY FOR TESTING.

Approval Process

Forms may be submitted for approval once it is noted on the Software Developers page that the form/form series is ready for testing. A form that is approved while still in draft mode does not need to be resubmitted when the state form is finalized unless you are notified to do so.

With the exception of forms containing an OCR scan line, all forms should be submitted via email in PDF format.

Submit all pages of the same form at the same time. The subject line of the email should include your NACTP Vendor ID, form name, and whether or not it is an initial submission or a resubmission.
Example: Vendor #9999 – RI-1040 – Original Submission

Due to the unusual circumstances this year, voucher forms containing OCR scan lines may be submitted via email. If submitting via email send to Tax.VendorForms@tax.ri.gov . See the requirements for submitting via email. If you are unable to properly submit via email, you will be required to submit hard copies for testing as in the past.

If you wish to (or are required to) send in hard copies, they must be sent to:
  RI Division of Taxation
  Forms, Credits & Incentives Section
  One Capitol Hill
  Providence, RI 02908
  Attn: Laurie Rossi

Unless not yet made available for testing or otherwise by the RI Division of Taxation, all forms must be submitted for approval prior to December 16, 2020. If a form has not yet been released by the Division of Taxation, the submission date shall be extended. We do not expect a vendor to adhere to this deadline if we have not yet made the form available.

Submission Requirements

When submitting forms, you must submit the entire series for review.

For example, if you are submitting Form RI-1040, you must also submit all additional forms and schedules that your software is supporting that populate the main RI-1040 form. If submitted without all additional forms or schedules that populate a main form, your submission will be held until your submission is complete.

Unless noted otherwise on the RI Division of Taxation's website, the following form series must be submitted annually for approval:
1040 Series
1040NR Series
1040C Series
1041 Series
1096PT Series
1120 Series
Estate Tax Series including Rhode Island Credit Chart
Other Business Series (T-71, T-71A, T-72, T-74, T-86)
BUS Series – BUS-EST, BUS-EXT and BUS-V
RI-PTE
Withholding Series – (WTM, RI-941, W3)
T-205 Annual Reconciliation form

Test data will be supplied for the 1040 Series, the 1040NR Series and the 1120 Series. Refer to the Software Developers page of the RI Division Taxation's website.

For all other forms submit two samples with "real" data. Make sure that between the two samples you have submitted forms with data on each line of the return.

For all forms, also submit a sample that has each line filled in as provided on the Software Developers page of Taxation's website.

Other Barcoded Forms – Legislative Changes – Approval Required:
The following forms must be submitted for approval because of recent statue changes affecting rates and license/fee amounts.

This section will be updated as the state proceeds through the legislative/budget session.

Other Barcoded Forms – Annual Approval Not Required:
Once you have received approval for these forms, you do not need to resubmit again unless the form changes. If changed, the new version will be placed on the Software Developers page on Taxation's website and it will be noted that the new version must be submitted for approval.

Please note that approval for these forms may be delayed for the testing of forms required to be approved on an annual basis.

ABWM	CVYT-1	MFT-1	RI-433B	T-11
ARS-D	EMP-APP	MFT-APP	RI-4506	T-11A
ARS-R	EMP-B	MFT-DB	RI-5000	T-12
BD-01	EPRF-1	MFT-EB	RI-656	T-59
BD-APP	EXO-APP	MFT-EP	RI-8478	T-63
CCS-67	HCP-64	RI-2848	RI-9465	TOB-APP
CIG-APP	HCP-65	RI-4292	RI-COI	TPO-3
C-REF-SU	LOGS	RI-433A	SIM-1	UORF-1

Non-Barcoded forms – Approval Required:
These forms have recently been updated and need to be submitted for approval. Versions will be placed on the Software Developers page on Taxation's website.

71.3 Nonresident Election of Gain   71.3 Acknowledgement
71.3 Certificate of Withholding Due   71.3 Residency Affidavit
71.3 Remittance

Non-Barcoded forms – Approval Not Required:
These forms DO NOT need to be submitted for approval. Versions will be placed on the Software Developers page on Taxation's website for reference ONLY.
W-4   71.3 Notice of Sale
1040C-NE   71.3 Affidavit of Exempt Seller
71.3 Intent to File Notice of Sale

Form Submission for Approval

The entire form packet will be reviewed for the following:
- Target placement
- Data placement
- Font type and size
- Barcode and spacing requirements
- How the forms perform in our integrated tax system on a field by field basis.

Once the form packet is reviewed, you will receive an email notification identifying whether or not the form is approved or rejected. If rejected, Taxation will explain how the form needs to be changed. Resubmission is required.

Form Resubmission (if required)

Resubmissions follow the same requirements as initial submissions. **All** pages of the form must be re-submitted, even if there was no change to a certain page.

Send your resubmission to Tax.VendorForms@tax.ri.gov . In the subject line of your email put "Resubmission - *Form Name* – Vendor #XXXX". Replace the "XXXX" with your NACTP vendor ID number. If possible, reply to the email that Taxation sent to you with the rejection to help us test your resubmission faster.

When resubmitting paper forms, make sure your submittal sheet indicates Resubmission.

1D Barcode Guidelines

1D Barcode Specifications

1D barcodes must be formatted using the following specifications:
- Code 3 of 9
- Width: 2.5477 in
- Height: 0.50 in (This includes the numbers located below the barcode.)
- The barcode should contain 14 digits. Refer to each form for the specific barcode value for each form and page.
    - Exception – The IMAGEONLY barcode is 9 characters
- The numbers/letters below the barcode should be in Courier or Courier New font, 10 pt.
- There must be at least ¼ inch of white area around each side of the barcode.

14 digits = YYFFFFCCCCVVPP
YY – revision year
FFFF – form number
CCCC – NACTP vendor code
VV – version number
PP – page number

Barcode location for letter size, portrait oriented forms:

- x: 4.75 in
- y: 0.50 in
- Width: 2.5477 in
- Height: 0.50 in (This includes the numbers located below the barcode.)

Barcode location for letter size, landscape-oriented forms:

- x: 7.25 in
- y: 0.50 in
- Width: 2.5477 in
- Height: 0.50 in (This includes the numbers located below the barcode.)

Barcode location for coupon sized forms (unless noted otherwise on the form):

- x: 4.75 in
- y: 7.833 in
- Width: 2.5477 in
- Height: 0.50 in (This includes the numbers located below the barcode.)

Specific formats are required on all substitute tax forms due to the conditions set by our scanning and data entry software. Failure to follow formatting and spacing requirements will result in submissions being rejected and having to be resubmitted until correct.

Anchors

- Pages containing a 1D barcode must contain four anchors – 1 in each corner of the form, unless noted otherwise.
- Each anchor must be 0.25 inches tall x 0.25 inches wide
- Each anchor should be solid black

Full-size form – 8 ½ x 11 sheet – portrait orientation

- Top, left anchor location: 0.5 inches from the left, 0.5 inches from the top (X=0.5, Y=0.5)

- Top, right anchor: 0.5 inches from the right, 0.5 inches from the top (X=7.75, Y=0.5)

- Bottom, left anchor: 0.5 inches from the left, 0.5 inches from the bottom (X=0.5, Y=10.25)

- Bottom, right anchor: 0.5 inches from the right, 0.5 inches from the bottom (X=7.75, Y=10.25)

Full-size form – 8 ½ x 11 sheet – landscape orientation

- Top, left anchor location: 0.5 inches from the left, 0.5 inches from the top (X=0.5, Y=0.5)

- Top, right anchor: 0.5 inches from the right, 0.5 inches from the top (X=10.25, Y=0.5)

- Bottom, left anchor: 0.5 inches from the left, 0.5 inches from the bottom (X=0.5, Y=7.7.5)

- Bottom, right anchor: 0.5 inches from the right, 0.5 inches from the bottom (X=10.25, Y=7.75)

🐢Coupon-size form – portrait orientation

• Top, left anchor location: 0.5 inches from the left, 0.5 inches from the top (X=0.5, Y=7.833)

• Top, right anchor: 0.5 inches from the right, 0.5 inches from the top (X=7.75, Y=7.833)

• Bottom, left anchor: 0.5 inches from the left, 0.5 inches from the bottom (X=0.5, Y=10.25)

• Bottom, right anchor: 0.5 inches from the right, 0.5 inches from the bottom (X=7.75, Y=10.25)

Grid & Line Spacing

Grid:
6 x 10 character
6 rows per vertical inch (pica spacing)
10 characters or columns per horizontal inch (10-pitch spacing)
All grids should be printed on 8 ½ x 11 paper.
When printing make sure the "shrink to fit" option is <u>not</u> selected and page scaling is set to "none".
First vertical printable line: Row 4
Last vertical printable line: Row 64
First horizontal printable line: Column 6
Last horizontal printable line: Column 80
Data fields must comply with the grid spaces allocated.
Barcode must comply with the grid spaces allocated.

Spacing:
Main tax forms and vouchers: Fields and spacing are defined on the grid. See documents.

Data Capture on Forms

1040 Series
1040: Pages 1, 2 and 3 will be data captured
Schedule W: Will be data captured
1040H: Page 1 and PTIN and preparer check box on page 2 will be data captured
1040MU: Will be data captured
1040NR: Pages 1, 2 and 3 will be data captured
1040NR – Schedule II: Page 1 only will be data captured
1040NR – Schedule III: Pages 1 and 2 will be data captured
1040NR-MU: Will be data captured
Schedule CR: Will be data captured
Schedule E: Checkboxes and all dependent information will be data captured
Schedule M: Pages 1 and 2 will be data captured; the date of birth fields should be completed for both spouses, if a joint

return

Schedule U: Will be data captured

2210: Only the "Farmer/Fisherman" and "Annualization" check boxes will be data captured

- If you are supporting the 2210, you must make sure your software passes the checked box information to the 2D layout and the MeF schema in addition to doing the special calculations.

2210A: Will be imaged only.

1310: Header information will be data captured

6238: Header information and total credit amount will be data captured.

IND-HEALTH: All fields will be data captured

Shared Responsibility Worksheet: Will be imaged only

1040C Series

1040C: Page 1 and PTIN and contact preparer check box on page 2 will be data captured

2210C: Only "Annualization" check box only will be data captured

4868C: FEIN, dates and amount paid will be data captured

1040C-V: FEIN, dates and amount paid will be data captured

1040C-ES: FEIN, dates and amount paid will be data captured

1041 Series

1041: Page 1 and PTIN and contact preparer check box on page 1 will be data captured

1041MU: Will be data captured

1041 Schedule CR: Will be data captured; barcode ID is the same as Schedule CR for the 1040 Series

1041 Schedule M: Will be data captured; barcode ID is the same as Schedule M for the 1040 Series

1041 Schedule W: Will be data captured

1041ES: FEIN, dates and amount paid will be data captured

1041V: FEIN, dates and amount paid will be data captured

8736: FEIN, dates and amount paid will be data captured

1096PT Series

RI-1096PT: Page 1 will be data captured; Only PTIN and contact preparer check box on page 2 will be data captured

4868PT: FEIN, dates and amount paid will be data captured

1096V: FEIN, dates and amount paid will be data captured

1096PT-ES: FEIN, dates and amount paid will be data captured

2210PT: Check box will be data captured

1099PT - Will not contain a barcode and will be imaged only

Other Business Series

T-71: Pages 1 and 2 will be data captured.

T-71A: Pages 1 and 2 will be data captured. Page 3 will be imaged only.

T-71SP: Page 1 will be data captured.

T-72: Pages 1 and 2 will be data captured.

T-74: Pages 1 through 3 will be data captured.

T-86: Page 1 will be data captured.

BUS-EST FEIN, dates and amount paid will be data captured

BUS-EXT: FEIN, dates and amount paid will be data captured

BUS-V: FEIN, dates and amount paid will be data captured

1120 Series
1120C: Pages 1 through 5, with the exception of Schedules D, E and F, will be data captured
Schedule CGM: Will be data captured
1120S: Pages 1 through 4, with the exception of Schedules D, F, G and H, will be data captured
Q-Sub Schedule: Will be data captured
1065: Pages 1 through 4 with the exception of Schedules D, F, G and H will be data captured
2220: Only "Annualization" check box will be data captured
1120F: Pages 1 through 3 will be data captured
Schedule S: Will be data captured
1120-POL: Will be data captured
CR-PT: Will be imaged only

Pass-through Entity Election
RI-PTE: Will be data captured

Estate Tax Series
100: Pages 1 and 2 will be data captured.
100A: Only Pages 1, 2 and 4 will be data captured. The rest of the form will be IMAGE ONLY.
ESTATE-V: Will be data captured
RI-4768: Will be data captured
T-77: Only the name of the City/Town will be data captured
T-79: Will be imaged only
IT-95: Will be imaged only

Credit Forms
There will be no data capture on these forms, but the barcode will be tested to make sure it properly identifies the credit form.

RI-2441	RI-3468	RI-7695E
RI-2874	RI-5009	RI-8826
RI-2949	RI-6324	RI-9261

Forms Designated as White Mail
Only the social security number or federal identification number will be data captured from each of these forms.

RI-2848	RI-433B	RI-5000
RI-433A	RI-4506	RI-656

Forms Designated as IMAGE ONLY
No information will be data captured off of these forms. Barcode must read as "IMAGEONLY" and will not contain the vendor's NACTP number.

RI-107

RI-2210A
RI K-1 – pages 1 and 2
Form 100A – pages 5 – 22
RI-1040NR, Schedule II, page 2
RI-6238 – Page 2
T-71A – Page 3
CR-PT

Other barcoded Forms: Fields and spacing are defined on a 6x10 grid - coordinates are identified on the 2020 form documents. We only capture a few fields on each form. The remainder of the text and data fields on these documents will not be reviewed, as we do not capture the data.

Non-barcoded Forms: Must appear similar to the original form; data is not captured from these forms, so they do not need to be submitted for approval.

Font Size

Field Data: Font and size - Courier or Courier New, 12 or 10 pt. **Upper case letters** only.
Form Text: Vendor choice, but must appear similar to original form and easy to read.
Ensure that end-users cannot change font size of the data they enter on the forms.

Margin Requirements

There must be a ½ inch margin on all sides of each page of each scanned form.

Paper Size

Reproduced or substitute forms must be the same size as the official forms and should be printed on
8 1/2 inch x 11 inch paper.

Reproduced or substitute coupons must be the same size as the official forms and should be printed on
8 1/2 inch x 3 11/16 inch paper.

Ink Color

Variable data and text should be printed in black ink.

Shading

The color of the boxes on the forms is set to 15% shading.
If you are unable to produce this degree of shading, you may remove the shaded box (any text inside must remain).

Lines

The color of the lines on the forms is set to 15% shading.
If you are unable to produce this degree of shading, you may remove the lines.

Printing Requirements

Software must inform taxpayer to:
Send the originally printed form, not a photocopy, for processing. Photocopies will not be accepted.
Use black ink only.
Some printers may distort PDF files. To prevent printing problems, print settings should have **no scaling** and "Portrait" checked.   If possible set the print setting & do not allow user to change.
Taxpayer should not be able to change font style or font size.
Do not print instructional pages that are attached to supplemental forms.
Suggest that users print forms using Adobe.
Vendors are required to print the voucher at the top of the page with any instructions on the bottom portion of the page, below the voucher.   There should also be a "cut here" line on the voucher so that when a voucher is printed and cut, the OCR scanline and other form information is properly positioned.

Formatting of Data

Use upper case letters in ALL fields that contain alphabetical entries.

Social security numbers and federal identification numbers:
- o   Complete identification number
    - ▪ Identification numbers cannot be masked and users should not have an option to mask them

Dates fields:
- o   All date should be formatted as MMDDYYYY.
- o   Correct format: 01012014

State fields:
- o   Input the state abbreviation only

ZIP codes:
- o   5 digits only

Telephone numbers
- o Telephone and fax numbers should be formatted as (999) 999-9999

Percentages

For the following forms carry out to four decimal places
- Include leading zero
- 0.1234

1040	1040NR	1040C
1040MU	1040NR-MU	1096PT

For the following forms carry out to six decimal places
- Include leading zero
- 0.123456

RI-1120C	RI-1065	T-72
RI-1120S	T-71	T-74

Dollar amounts
Do not use or allow decimals in currency fields.
Do not use or allow commas in currency or quantity fields.
Do not use or allow dollar or cent symbols.

Negative numbers must be indicated by a hyphen "- ", before the amount. Do not use parentheses or brackets as negative indicators.

Do not replicate the % sign at the end of a percentage amount.

Two zeros are required on all currency fields in the cents column. If amounts cannot be formatted this way upon generation, then zeros should be preprinted and formatted in the same manner as the dollar amount. Quantity fields should not contain the two zeros.

All amounts filled in on forms should be rounded to the nearest dollar. Drop amounts under 50¢ and increase amounts that are 50¢ or more to the next dollar.
Example: $203.39 becomes 203 00
         $203.59 becomes 204 00

Use either a vertical line, a blank space, or if the form is supporting a 2D barcode, NOTHING to separate the dollars and cents.

For forms with a 2D version:
Example: $125.00 becomes 12500
Dollar amount entries must not include dollar or cent symbols or commas.

Example: $2,033.00 becomes 203300

For forms that do not have a 2D version:
Example: $125.00 becomes 125 00
Dollar amount entries must not include dollar or cent symbols or commas.
Example: $2,033.00 becomes 2033 00

Payment vouchers
Dollar amounts should be rounded to the nearest dollar.
Populate cents with 00
Use either a vertical line or a blank space to separate the dollars and cents.
You may use a decimal point ONLY on forms with an OCR scanline (see OCR Scan Line Guidelines below).
Example: $125.00 becomes 125 00 or 125.00
Dollar amount entries must not include dollar or cent symbols or commas.
Example: $2,033.00 becomes 2033 00

Additional Schedules or Worksheets – Non-RI Supported

If your software package generates worksheets or schedules that are not Rhode Island issued, you must include the "IMAGEONLY" barcode on the top of each page. The location would be the same as other 1D barcodes.

By doing this, the additional schedules and worksheets can be submitted with paper returns without causing issues delays in the processing of returns generated by your software package.

1D Barcode Voucher Form Specifications

If included on the state form, instructions are required to be printed on the voucher form.

Important:
Do not alter the size of vouchers
Do not print the due date in the period ending date field. This causes payments to stop for manual review.

2D Barcode Guidelines

2D Barcode Specifications

2D layouts are available, ==and must be supported==, for:
- RI-1040
- RI-1040NR
- RI-1120C
- RI-1120S
- RI-1065

Refer to the 2D layouts posted on Taxation's website: http://www.tax.ri.gov/misc/software_developers.php .

OCR Scan Line Guidelines

OCR Scan Line Voucher Form Submission Process - *NEW for 2020*

For tax year 2020, software vendors may submit voucher forms for approval via email.

Voucher forms must clearly specify to users where a voucher form is to be cut prior to submission. If the voucher form is printed at the top of a page, there should be a clearly marked "cut" line properly located below the voucher. If the voucher form is printed at the bottom of a page, there should a clearly marked "cut" line properly located above the voucher.

These "cut" lines will be used to ensure the proper size of the voucher, as well as the proper location of the OCR scanline.

Vendors are to submit 10 tests for each voucher form being supported with unique data. For those tax types that can have a fiscal year ending other than 12/31, vendors must submit tests with a fiscal year ending other than 12/31.

The RI Division of Taxation may still require that a vendor submit hard copy voucher forms via mail if the voucher forms are not properly submitted or if the vouchers continue to fail testing.

OCR Scan Line Voucher Form Specifications

If included on the state form, instructions are required to be printed on the voucher form.

Vendor NACTP number should be printed in lower left-hand corner of coupon if space available.

Form Size: 3 2/3 " +/- 1/16" height by 8 1/2 " +/- 1/8" width
Font Size: OCR-A, 10 characters per inch

Scan Line:
Clear band for scan line must be 3/8" wide with scan line CENTERED top to bottom within clear band
Scan line must be 2 7/8 " +/- 1/8" from the BOTTOM of the form
Scan line must end 4 ½" +/- 2/10" from the RIGHT EDGE of the form

CAR (Courtesy Amount Read) Line Specifications:
Dollar sign must be in OCR-B font, size 16 or 18.
Dollar signs with "Total Due" must be in black.
All other dollar signs must be in white.
Decimal points must be in white.
Any shaded area on a form must be in drop-out ink, or omitted.
  If omitted, the white dollar signs and decimal points should also be omitted.
There must be at least ¼ " from the right edge of the last box.
The total width of the CAR line from the left edge of the dollar sign to the right edge of the last box, must not exceed 2 ¼"

Breakdown of OCR Scan Line:
STM01202011111111100

1st two characters represent the tax type. In this case, sales tax.
- Sales tax = ST
- Withholding tax = WT
- Corporate tax = CT
- Personal income tax = IT
- Meals and Beverage = MB
- Prepaid Wireless = PW
- Hard to Dispose = HD
- Hotel = HO

3rd character represents the filing frequency. In this case, monthly.
- Monthly = M

Or
- Estimate = E

4th and 5th characters represent the filing period.

Monthly filers:

January = 01	April = 04	July = 07	October = 10
February = 02	May = 05	August = 08	November = 11
March = 03	June = 06	September = 09	December = 12

Quarterly filers:

Ending March = 01	Ending June = 02	Ending Sept = 03	Ending Dec = 04

6th through 9th characters represent the tax year. In this case, 2020. Estimates will be 2021.
    Note: For fiscal year-end taxpayers the year in the OCR scanline for estimates should be the year of the begin date.

10th through 18th characters represent the taxpayer identification number. This could be a social security number, a federal employer identification number or an account identification number.

19th and 20th characters are the two-digit extension for the taxpayer identification number. In this case, 00. In most cases these characters will always be 00.

Following are the OCR scan lines specs for each coupon form.   The specs are split into two tables. The first table contains the OCR scan line specs for forms that when filed will be mailed to the PO Box specified. The second table contains the OCR scan line specs for forms that when filed will be mailed to Taxation's One Capitol Hill address.

Be sure to use the mailing address specified on the coupon posted on the Software Developers page and not the one posted on the tax type page. Mailing addresses may differ.

Sales Tax Vouchers to be filed using the following PO Box:
    RI Division of Taxation
    PO Box 9706
    Dept #300
    Providence, RI 02940-9706

Form Name	OCR Scan Line
STM – Sales Tax Monthly Return	STM09202198765432100
STQ – Sales Tax Quarterly Return	STQ01202198765432100

Withholding Tax Payment Voucher to be filed using the following PO Box:
    RI Division of Taxation
    PO Box 9703
    Dept #200
    Providence, RI 02940-9703

Form Name	OCR Scan Line
WTM – Withholding Tax Monthly Return	WTM08202198765432100

Personal Income Tax Estimates to be filed using the following PO Box:

      RI Division of Taxation
      PO Box 9703
      Dept #83
      Providence, RI 02940-9703

Form Name	OCR Scan Line
1040ES – Personal Income Tax 1st Estimated Payment	ITE01202198765432100
1040ES – Personal Income Tax 2nd Estimated Payment	ITE02202198765432100
1040ES – Personal Income Tax 3rd Estimated Payment	ITE03202198765432100
1040ES – Personal Income Tax 4th Estimated Payment	ITE04202198765432100

Personal Income Tax Extensions to be filed using the following PO Box:

      RI Division of Taxation
      PO Box 9703
      Dept #87
      Providence, RI 02940-9703

Form Name	OCR Scan Line
4868 – Personal Income Tax Extension Payment	ITA05202098765432100

Personal Income Tax Vouchers to be filed using the following PO Box:

      RI Division of Taxation
      PO Box 9703
      Dept #85
      Providence, RI 02940-9703

Form Name	OCR Scan Line
1040V – Personal Income Tax Voucher Payment (R & NR)	ITV06202098765432100

Corporate Extensions to be filed using the following PO Box:

      RI Division of Taxation
      PO Box 9702
      Dept #88
      Providence, RI 02940-9703

Form Name	OCR Scan Line
7004 – Corporate Tax Extension Payment	CTX01202098765432100

On these vouchers, the fiscal year end date must be filled in. Taxpayers must be required to enter in the year end date. The year in the OCR scanline should correspond to the year of the fiscal/calendar year begin date.

For example, in the case of a taxpayer with a fiscal year of 7/1/2020 through 6/30/2021, the dates should appear as:
    OCR scanline: CTX01202098765432100
    Fiscal year end date on voucher: 6/30/2021

Corporate Vouchers to be filed using the following PO Box:

      RI Division of Taxation
      PO Box 9702
      Dept #89
      Providence, RI 02940-9703

Form Name	OCR Scan Line
1120V – Corporate Tax Voucher Payment	CTR01202098765432100

On these vouchers, the fiscal year end date must be filled in. Taxpayers must be required to enter in the year end date. The year in the OCR scanline should correspond to the year of the fiscal/calendar year begin date.

For example, in the case of a taxpayer with a fiscal year of 7/1/2020 through 6/30/2021, the dates should appear as:
    OCR scanline: CTR01202098765432100
    Fiscal year end date on voucher: 6/30/2021

Forms to be filed using Taxation's One Capitol Hill address:

> RI Division of Taxation
> One Capitol Hill
> Providence, RI 02908

Form Name	OCR Scan Line
MBM – Meals & Beverage Tax Monthly Return	MTM05202198765432100
MBQ – Meals & Beverage Tax Quarterly Return	MTQ02202198765432100
HTDM-W – Hard-to-Dispose Material (Wholesale)	HDM03202198765432100
HOM – Hotel Monthly Return	HOM01202198765432100
PWTM – Prepaid Wireless Tax Monthly Return	PWM06202198765432100
PWTQ – Prepaid Wireless Tax Quarterly Return	PWQ02202198765432100
1120ES – Corporate Tax 1st Estimated Payment	CTE01202198765432100
1120ES – Corporate Tax 2nd Estimated Payment	CTE02202198765432100
1120ES – Corporate Tax 3rd Estimated Payment	CTE01202198765432100
1120ES – Corporate Tax 4th Estimated Payment	CTE02202198765432100

Taxation began transitioning sales tax account filers using paper coupons away from the use of federal identification numbers and towards the use of assigned account identification numbers. You will notice the following forms will now have an account identification number field rather than a federal identification number field.

- STM
- STQ
- MBM
- MBQ

- HTDM-W
- HOM
- PWTM
- PWTQ

Users should be instructed to put their account identification number on the coupon for the sales tax account type for which they are filing. An account identification number is created for each tax account type a taxpayer may have; it is unique to the taxpayer and the tax type.

Checklist for Submitting Substitute Forms

- Subject line of email with submissions should indicate Vendor ID, form(s) being submitted, and whether email is Initial Submission or Resubmission
- Enclose submission sheet with each submission
- A submission sheet are to only contain forms from one tax type – **do not mix tax types**
- A submission sheet is to be sent in when submitting OCR scanline forms
- Submission includes one full field sample, two data samples, and all pages of the form.
- If test data is provided, samples are to include the test data.
- Targets are solid black and placed correctly
- There is a ½ inch margin on all sides of each page
- Font size is correct
- Special characters are not placed within SSNs, FEINs, zip codes, and percentage fields
- Barcode is printed correctly and has at least ¼ inch whitespace on all sides

Notes for Tax Year 2020

Notable Form Changes

Line references have been updated to conform to Federal form changes.
Form T-204R, page 2 - rearrange to accommodate any new sales tax exemptions - *pending legislative action*
Pass-through Entity Election Tax Form – changes to allow a refund or carryover of an overpayment and addition of checkboxes to indicate if entity is cash basis or accrual
New increasing modification on Schedule M – *this is still pending legislative action*
New credit and removal of a credit on Form B-CR
New code on Schedule W

New Forms/Schedules

Effective tax year 2020:

- Form IND-HEALTH
- Shared Responsibility Worksheet
- Partnership Audit

Discontinued Forms

N/A for tax year 2020

Miscellaneous

New legislation	Form(s) Impacted
R.I. Gen. Laws – Healthcare Mandate (tax year 2020)	RI-1040 RI-1040NR

September 8, 2020