

Requirements for Substitute Forms (10/17/08)

Testing and Approval Requirements – Original laser-printed samples of the following forms should be submitted to the Louisiana Department of Revenue for testing and approval prior to distribution:

<u>Vouchers:</u>		<u>Testing Begins:</u>
CIFT-620ES (SD)	Substitute Estimated Tax Declaration Voucher for Corporations	08/31/08
R-540V (SD)	Electronic Filing Payment Voucher.....	08/31/08
IT-540ES (SD)	Substitute Estimated Tax Declaration Voucher for Individuals.....	08/31/08

Individual Income Tax Returns:

IT-540 (SD)	Substitute Resident Individual Income Tax Return and Schedules.....	10/31/08
IT-540 (2D)	Substitute Resident Individual Income Tax Return (with 2-D Bar Code) and Schedules	10/31/08
R-6006	Resident Information Sheet (used with IT-540 (SD and 2D)).....	10/31/08
IT-540B (SD)	Substitute Nonresident Individual Income Tax Return and Schedules.....	10/31/08
IT-540B (2D)	Substitute Nonresident Individual Income Tax Return (with 2-D Bar Code) and Schedules	10/31/08
R-6007	Nonresident Information Sheet (used with IT-540B (SD and 2D))	10/31/08

Corporation Income/Franchise Tax Return:

CIFT-620 (SD)	Substitute Corporation Income/Franchise Taxes Return and Schedules...(tentatively set for 11/15/08)
----------------------	---

Specifications and test examples are provided in the following documents:

R-2202	Specifications for CIFT-620ES (SD)
R-2203	Specifications for CIFT-620 (SD)
R-6223	Specifications for IT-540V-SD
R-6231	Specifications for IT-540ES (SD)
R-6232	Specifications for IT-540 (SD and 2D)
R-6233	Specifications for IT-540B (SD and 2D)

One original laser sample for each test example should be printed and submitted to the department. If the software does not support nonresident returns, fiscal year filers, electronic filing, or individual and corporation estimated tax vouchers, it is not necessary to submit those test samples. All test documents must be submitted to the department on or before **December 31, 2008**. Testing of forms that are submitted after this date must be arranged with the department prior to submission. Forms approvals and samples should be sent to:

OVERNIGHT DELIVERY:

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

STANDARD MAIL:

Attention: Fay Guidry
Louisiana Department of Revenue
P.O. Box 3193
Baton Rouge, LA 70821-3193

Ten days should be allowed for review and approval of sample forms. An approved or unapproved notification will be issued on all proposed forms via e-mail or fax. Approvals for all scannable forms are valid for the calendar year only, unless the forms were not revised. If the form did not change, then you do not need to submit that document for approval.

Questions, inquiries, comments, etc., should be directed to:

Fay Guidry

Telephone: (225) 219-2690

FAX: (225) 231-6220

E-mail: SubFormInquiries@LA.gov