

Substitute Forms Guidelines 2016

If you produce, or intend to produce, your own version of the official tax forms, you must follow the instructions provided in this guide. Forms you produce are referred to in this guide as “substitute forms” and include returns, schedules, and payment vouchers. Substitute forms providers may include software developers (primary or secondary), payroll services, forms libraries, independent taxpayers, and other vendors of related services. **NOTE:** Substitute forms that must be submitted to us for review and approval are forms you set up or to which you add a scan line or 2-D barcode or alter in some way.

IMPORTANT: The substitute forms you produce must be processable through the Department’s automated processes. The taxpayer may experience delays or be assessed penalties and interest for filing a form which does not meet our requirements.

Required annual substitute forms process:

- 1. Complete Form IL-8633-SF, 2016 Substitute Forms Provider Enrollment, and submit it to us by October 20, 2016.**
Upon receipt of your completed Form IL-8633-SF, we will assign or confirm your Illinois vendor identification number. We will also provide you a user ID and password you may use to access the secure “Draft Forms” area of our website, where we post the substitute forms specifications and draft forms.
2. Developers of substitute forms must use the specifications for content and format in this guide and in the drafts and examples provided in the secure “Draft Forms” area on our website.
3. Submit all substitute forms developed by emailing a PDF file to us. Occasionally for technical reasons, we may ask you to mail a paper form to us. Each substitute form must be reviewed, and approved by us. **Several forms require a scan line or 2-D barcode containing taxpayer and other information (see our “Draft Forms” webpage for testing specifications)** and must also be tested. Some forms require a 1-D barcode. On test forms, the data used should **not** contain “real” or “live” data. Forms received prior to December and after January will be reviewed and a response sent within 10 business days. Forms received in the months of December and January will be reviewed and a response sent within 15 business days. If your product simply provides an unaltered graphic image (picture) of the Department’s form or copy printed from our public “Forms” webpage at tax.illinois.gov and it does not contain a scan line or 2-D barcode, this form does not need review.
4. If we notify you of an error or correction, you must make the correction, notify your customers, and email evidence of the correction to REV.VendorForms@illinois.gov within 10 days of receiving our notice.

Submit Form IL-8633-SF and all tax forms for review and testing, and contact us at the following:

email address: REV.VendorForms@illinois.gov
phone: 217 557-3017
fax: 217 524-0513

Mailing address: OFFICE OF PUBLICATIONS MANAGEMENT MC 3-375
ILLINOIS DEPARTMENT OF REVENUE
101 WEST JEFFERSON STREET
SPRINGFIELD IL 62702

General format requirements for substitute forms

Paper

- Use white, unlined paper that is a standard business weight (recommended weight is 20 pound paper).
- Paper size must be the same size as the official forms. Most returns are 8.5 inches wide by 11 inches tall. Vouchers are 8.5 inches wide by 3.625 inches tall.

Margin requirements

There must be at least a .25 or .5 inch margin on all sides of the form or voucher as described in each form's specifications. There must be a .25 inch band of white space around all sides of the barcode and scan line.

Data and layout requirements

Placement of form information and data should be at the location shown on the form samples located in the secure "Draft Forms" area of our website. Once we receive your completed Form IL-8633-SF, we will issue you the user ID and password information to log into this area.

Printing Requirements

Forms and vouchers must be printed at the full size. Ensure that the "shrink to fit" print option is **not** selected. Use black ink for data, scan line, 1-D barcode, and 2-D barcode.

Font

- For taxpayer data, use either Courier or Arial type fonts, size 12.
- For the scan line, use "OCR-A Std" font, size 10. All payment vouchers and some returns (Forms IL-941 and ST-1) require a scan line containing taxpayer identification and reporting period information. See each draft example for the contents and placement of the scan line.
- For the 1-D barcode, use "Free 3 of 9, Extended," size 26. Most payment vouchers and forms require a 1-D barcode. See each draft example for the 1-D barcode contents.

Ink color

Black ink is required for taxpayer data. No colored ink in the official IDOR form is required to be reproduced; black ink may be substituted.

Shading and logos

Shading and logos are not required to be reproduced. If used, these should not interfere with the required information contained on the form or voucher.

Number formatting

In dollar amount entries, do **not** add the dollar sign. For a zero amount, show 0.00. Complete the cents field with two digits (example: fifty-five dollars and ten cents would show as 55.10). If the amount is a whole dollar amount, print the whole number plus the decimal followed by 00 (example: one hundred dollars would show as 100.00). Do not use default numbers in return lines which require the taxpayer to enter an amount.

Illinois substitute forms vendor identification number

You must add the three-digit Illinois substitute forms vendor identification number we assign you to the footer area of your substitute Illinois tax form.



IL-8633-SF 2016 Substitute Forms Provider Enrollment

Step 1: Provide all identification numbers assigned to your business

1 _____
Federal Employer Identification number (FEIN)

3 _____
Illinois Account ID - if applicable

2 _____
National Association of Computerized Tax Processors (NACTP) Vendor number - if applicable

4 _____
Previously assigned IDOR substitute forms vendor number - if applicable

Step 2: Provide your business information

5 _____
Legal name of business

8 _____
Primary contact representative (first and last name)

6 _____
Doing business as (dba) name (if different than above)

(_____)_____-_____
Daytime phone number

7 _____
Street address Suite #

Email address

City State ZIP

9 _____
Website address

Step 3: Tell us about your production of substitute forms

10 Describe your production or use (may check more than one)

a ___ Forms library product is offered for purchase
Product name _____
Illinois tax forms used in this product are
___ purchased from another vendor _____
___ used as an unaltered image in my product
___ developed as part of our product

d ___ I am a tax professional and develop a substitute tax form or forms I use for my clients. My clients do not produce the form.

b ___ Tax software product is offered for purchase
Product name _____
Illinois tax forms used in this product are
___ purchased from another vendor _____
___ used as an unaltered image in my product
___ developed as part of our product

e ___ The form is developed for my private use and is not offered for sale.

c ___ Tax services product is offered for purchase
Product name _____
Illinois tax forms used in this product are
___ purchased from another vendor _____
___ used as an unaltered image in my product
___ developed as part of our product

f ___ I am a tax professional who requests draft access and who does not produce substitute forms.

11 Check the type of Illinois taxes applicable to your substitute forms

___ Individual income tax ___ Withholding income tax ___ Business income tax ___ Sales/Use/Other

Submit a detailed spreadsheet listing the substitute forms you produce. Provide a separate list for each product.

Step 4: Read agreement and sign below

I am authorized by the business named in Step 2 above to complete this agreement regarding substitute forms production. I agree to comply with the development and submission requirements in the 2016 Substitute Forms Guidelines. If notified of an error relating to forms design, written instruction, or the scan line or barcode, I agree to correct the error, notify my customers, and email evidence of the correction to the email address below within 10 business days of receiving the Department's notice. I understand that after receiving my completed Form IL-8633-SF, IDOR will provide me the user ID and password to the secure "Draft Forms" section of our website at tax.illinois.gov, where I will access updated information and draft forms. For business uses described in Step 3, a through c: I understand that a list of approved forms along with my business and tax product name will be published on the IDOR's website, tax.illinois.gov.

Signature of representative (product or taxpayer)

Title

Email address

(_____)_____-_____
Daytime phone number

Email completed form to: Rev.VendorForms@illinois.gov



Complete this form if you produce, or intend to produce, paper forms to be filed as a substitute for the official forms from the Illinois Department of Revenue (IDOR) or if you are a tax professional requesting access to IDOR's draft forms.

If you use a "forms library product" in your tax software or services, the forms library product must be enrolled and approved prior to your form being approved.

If you are a software developer and the software electronically files the tax information but your product produces a printed tax form, you must submit this completed form about your software product.

Once we receive your completed Form IL-8633-SF, we will issue you the user ID and password information necessary to log into the secure "Draft Forms" area of our website.

This form must be submitted prior to seeking review and approval for any substitute forms.

Enrollment form due date: **October 20, 2016.** We will accept enrollments after this date; however, until the Department receives a completed enrollment form, we will not review substitute form drafts or issue the login credentials needed to access the draft website.