

# FYI – For Your Information

## Computer Form Specifications: DR 1094 Income Withholding Tax Form

**Computer form facsimiles must be reviewed and approved by the Department of Revenue prior to use.**

The following guidelines must be used for computer-generated withholding forms to be processed. The form should be clearly labeled as a withholding tax form.

**Twenty test copies of your form must be submitted for approval prior to use (must be detached to the correct size).**

Form DR 1094 "Income Withholding Tax Return" and Form DR 5315 "Remittance Processing Scan Allowances" may be downloaded from the Web at:  
[www.taxcolorado.com](http://www.taxcolorado.com)

**PAPER:** Use white, high quality bond, minimum 20 lb. or 24 lb OCR, providing sufficient quality and contrast for Optical Character Reading (OCR).

**FORM SIZE:** The width should be 8 1/2 inches. The return portion of the forms must have a height of 3 2/3 inches.

**PRINT FONT:** OCR-B for the OCR scan line, using six lines to the inch. Your printer must print crisp, clear characters with no unconnected lines or filled in spaces. If OCR-B is not available, the scanline should NOT print on the form.

**FORMAT:** The content and format must match on both the front and back of the form. The form must be two-sided (not two sheets), containing all information (front and back) in the blocks, including:

account number (company's state account number), period (period for which taxes are due) and date due (date taxes are due for the given period). The return must include the numbers shown in parentheses [i.e. (100), (905), (907), etc.] on lines 1, 2, 3, 5, 6, 7, and 8. Content and spacing of the OCR scan line must EXACTLY meet the requirements listed below in order for the form to be readable by OCR.

DR 1094 - Withholding Taxes: **Data Font Size:** All data must have a font size of 10 point. Preferred font style is "Ariel."  
**Account Number Format:** 99-99999  
**Period Format:** 01/05-03/05 (full-year for transmittal 01/05 - 12/05)

**ADDRESS BLOCK:** Under the heading, the left side of the return must contain the business name, address, city, state and zip code.

**MAILING:** The completed tax return must be mailed to the department UN-FOLDED.

**OCR SCAN SPACE:** The bottom 3/4 inch of the form, front and back, must be free from extraneous marks and printing that would give a false OCR reading. The data on the scan line MUST be printed on the third print line from the bottom (between 10/32 and 15/32 of an inch from the bottom) and MUST conform to the following specifications. Variation will make the line unreadable.



Colorado Department  
of Revenue  
Taxpayer Service Division  
1375 Sherman St.  
Denver, Colorado 80261

Forms & Other Services:  
(303) 238-FAST (3278)  
Assistance:  
(303) 238-SERV (7378)

[www.taxcolorado.com](http://www.taxcolorado.com)



---

Use the following table to find check digit #2, using appropriate year and filing period:

---

	2005	2006	2007
1st Quarter	3	1	9
2nd Quarter	7	5	3
3rd Quarter	1	9	7
4th Quarter	1	9	7
January	1	0	9
February	0	9	8
March	9	8	7
April	8	7	6
May	7	6	5
June	6	5	4
July	5	4	3
August	4	3	2
September	3	2	1
October	0	9	8
November	9	8	7
December	8	7	6

---

---

**Please submit 20 test forms and direct all questions to:**  
**COLORADO DEPARTMENT OF REVENUE**  
GRAPHICS SECTION RM 305  
1375 SHERMAN ST  
DENVER CO 80261 (303) 866-2419

***FURTHER INFORMATION***

FYIs and commonly used forms are available on the Web at [www.taxcolorado.com](http://www.taxcolorado.com)

For additional withholding tax information visit the "Tax Information Index" at [www.taxcolorado.com](http://www.taxcolorado.com)