

FYI – For Your Information

Computer Form Specifications: DR 1093 Income Withholding Transmittals or Annual Reconciliation

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

Form DR 1093 "Transmittal of State W-2s and 1099s" and Form DR 5315 "Remittance Processing Scan Allowances" can be downloaded from the Web at www.taxcolorado.com

PAPER: Use white, high quality bond, minimum 20 lbs., 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.

FORMAT: The content and format should closely match the attached sample, 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 on lines 3A, 3B, 4, 5 & 6. 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 1093 and 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

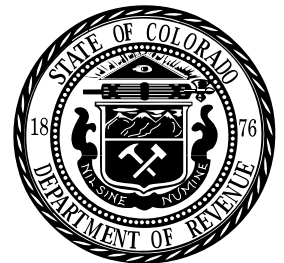
Period Format: 01/04-03/04 (full-year for Transmittal - 01/04-12/04)

ADDRESS BLOCK (TRANSMITTALS):

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 half-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 11/32 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 and other services:
(303) 238-FAST (3278)
Assistance:
(303) 238-SERV (7378)
Fuel Tax: (303) 205-5602
www.taxcolorado.com

OCR PRINT POSITIONS: Using OCR-B print font, reading from **right to left** beginning at the **right edge** of the form, the following spacing must be followed:

Note on account number: For this 11-space field, the right-hand 4 spaces are zeros.

**Print spaces from
RIGHT EDGE of form Contents**

1 - 21	leave black
22	check digit #1
23 - 33	account number
34 - 40	leave blank
41	check digit #2
42 - 48	source/liability code (1301000)
49 - 56	filing period (see note)

Note on filing period: If the period is for a year, use all 8 spaces. (Example: for January 2003 through December 2003, the entry would be 01031203.)

Use the following computation for check digit #1 (MOD 10):

	Account Number
Basic number to use:	0 1 0 1 5 5 4 0 0 0 0
Start from right, bring down 1st digit, then every other one:	0 0 5 4 0 0
Multiply 2nd line by 2:	$\begin{array}{r} 0 \quad 0 \quad 5 \quad 4 \quad 0 \quad 0 \\ \times 2 \\ \hline \end{array}$
Cross add the total:	$0 + 1 + 0 + 8 + 0 + 0 = 9$
Cross add digits not multiplied by 2:	$1 + 1 + 5 + 0 + 0 = \frac{7}{16}$
Sum of cross additions:	6
Use digit in "ones" position only:	6
Subtract that number from 10:	$10 - 6 = 4$

Your check digit in this example is 4. If your check digit equals 10, use only the zero.

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

REPORTED FOR YEAR	DUE DATE	CHECK DIGIT
2002	02-28-2003	5
2003	03-01-2004	3
2004	02-28-2005	1

Please submit 20 test forms and direct all questions to:

COLORADO DEPARTMENT OF REVENUE
GRAPHICS SECTION RM 302
1375 SHERMAN ST
DENVER CO 80261
(303) 866-2710

FURTHER INFORMATION

FYIs and commonly used forms are
available on the Web at
www.taxcolorado.com