

FYI – For Your Information

Computer Form Specifications: DR 0100 Retail Sales Tax Return

Computer form facsimiles must be reviewed and approved by the Department of Revenue prior to use. The following guidelines must be used in order for computer-generated sales tax forms to be processed. The form should be clearly labeled as a combined retail sales tax form. **Twenty data filled test copies of your form must be submitted for approval prior to use (must be detached to the correct size.)**

You may obtain a copy of Form DR 0100 "Retail Sales Tax Return" and the Form DR 5315 "Remittance Processing Scan Allowances" from the Web at:
www.taxcolorado.com

PAPER: Use white, high-quality bond, minimum 20 lb., 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 form must have a maximum height of 4 2/3 inches.

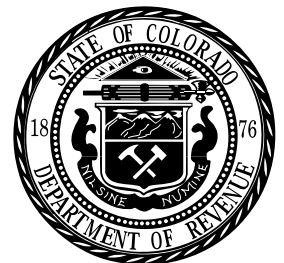
PRINT FONT: OCR-B for the OCR scan line, using six lines to the inch. Your printer must print crisp, clear characters with no unconnected lines or filled in spaces. The OCR-B font can be purchased separately and is very inexpensive. If OCR-B is not a viable option, **no** scanline should print on the forms.

FORMAT: The content and format must match the attached sample on both the front and back of the form. The form must be two-sided (**not** two sheets), containing all information (front and back) required in the blocks of the attached example, including: company name ("doing business as" name of company), account number (company's state account number), period (period for which taxes are due), date due

(date taxes are due for the given period), as well as the industry and location codes (these are assigned by the Department of Revenue). The return must also include a solid black dot (•) on lines 1, 2, 4, 6, 8B and 10, as well as the numbers shown in parentheses on the attached sample such as (100), (200), (1-4), (2-4), etc. Data entered on the form must be boldface and be no less than 8 point typeface in size. It is not necessary to reproduce the designations for "County MTS," "City LID," "Special District," and "State" that is a shaded blue on the actual form. 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. Positioning of payment box must match template DR 5315. Payment box **MUST** have both a dollar sign and decimal point.

MAILING: The completed tax return must be mailed to the department **UN-FOLDED**. The upper portion of the form need only be returned when there has been a change in social security number, F.E.I.N. number, name or address. In such cases, changes must be clearly indicated on the upper part of the form.

OCR SCAN SPACE: The bottom 5/8^{ths} of an inch on the form must be free from extraneous marks and printing that would give a false OCR reading. This is less than the 3/4 inch department standard. This exception only applies to sales tax. The data on the scan line **MUST** be printed on the third print line from the bottom (between 5/16^{ths} and 7/16^{ths} of an inch from the bottom) and **MUST** conform to the following specifications. Variation of even half a character width 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)

www.taxcolorado.com

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

Print spaces from RIGHT EDGE of form	Contents
1-21	leave blank
22	check digit #1
23 - 33	account number
34 - 40	leave blank
41	check digit #2
42 - 48	source/liability code 100/0020
49 - 56	filing period (see note)

Note on account number: For this 11-space field, the right-hand 4 spaces are for the branch number, if applicable. If there is no branch number, enter 4 zeros.

Note on filing period: If the filing period is for one month only, use only the right-hand four spaces of this 8-space field and enter zeros in the other 4 spaces. If the period is for a quarter or for a year, use all 8 spaces. (Example: for January through March 2005, the entry would be 01050305.)

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

	Account Number
Basic number to use:	0 0 1 0 1 5 5 4 0 0 0
Starting from right, bring down 1st digit, then every other one:	1 1 5 0 0
Multiply 2nd line by 2:	x 2
Cross add the total:	0 + 2 + 3 + 0 + 0 + 0 = 5
Cross add digits not multiplied by 2:	0 + 0 + 5 + 4 + 0 = 9
Sum of cross additions:	14
Use digit in "ones" position only:	4
Subtract that number from 10:	10 - 4 = 6

Your check digit in this example is 6. If your check digit equals 10, use only the zero.

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

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

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