2012 Record Code Table Information Sheet for Withholding Request for Change Coupons

Withholding Request for Change Scanline and Design Clarifications for Software Developers
(To be used in conjunction with the *Scanline Spec Sheet*.)

The approximate size of a Withholding Request for Change Coupon is not to exceed 8 ½" x 3 ¾".
Request for Change coupons are to be personalized with the taxpayer's name, address and other variable information.
Variable information can be displayed in any readable font that fits within the space provided.

There is one scanline for each personalized coupon. It is 54 characters in length. The scanline must be in OCRA font.
It must appear at the center of an invisible block on each form whose base is 2.4" from the bottom of the form
and whose top is 2.9" inches from the bottom of the form. The scanline must begin .25" to .50" away from the left edge.
Print quality of the scanline must be at a 99% rate.

All Withholding Request for Change Coupons must pass both a ***Design Approval*** process and a ***Test Document*** process.

For Design Approval, e-mail a PDF or mail a hardcopy of the coupon to the Delaware Division of Revenue.
This coupon does not need to be personalized.

For Test Document Approval, please mail only pre-cut hardcopies to the Division of Revenue.
One test document must be submitted for each tax period end date.
All test documents must be personalized with sample variable information.
All must include (somewhere on the coupon) the name of the software company for identification purposes.

Mail to: Angela Moffett-Batty
Delaware Division of Revenue
820 N. French Street
Wilmington, DE 19801
(302) 577-8522

Scanline Information for Withholding Request for Change Coupons (Form WREQ):

Form Info:	Form Label	Revenue Code	Sub-Type	Filing Frequency	Tax Period End Date
All Withholding forms use the Request for Change form (WREQ) below.	WREQ	0089	99	09	Last Day of Tax Year

Sample Design of Withholding Request for Change Coupon:

DELAWARE DIVISION OF REVENUE
PO BOX 8750
WILMINGTON, DE 19899-8750

REQUEST FOR CHANGE
New Booklets Will Be Issued
for Account Number & Tax Year Ending Changes Only

WREQ

Invisible Scanline Area

00899909111111111001123112000000000000000000000000P

ACCOUNT NUMBER
1-111111111-001

BUSINESS MAILING ADDRESS

ABC Cleaners
121 Main Street
Dover, DE 19901

ACCOUNT NUMBER CHANGE | EFFECTIVE DATE

CORRECT BUSINESS LOCATION ADDRESS
NAME
ADDRESS
CITY | STATE | ZIP CODE

CORRECT MAILING ADDRESS IF DIFFERENT FROM ABOVE
NAME
ADDRESS
CITY | STATE | ZIP CODE

AUTHORIZED SIGNATURE | DATE

TELEPHONE NUMBER | E-MAIL ADDRESS