# 2007 Delaware Withholding Record Code Table Information Sheet for 8th-Monthly Annual Reconciliation Coupon

Withholding Scanline and Design Clarification for Software Developers

(To be used in conjunction with the *Scanline Spec Sheet*.)

The approximate size of a Withholding Coupon is not to exceed 8 ½" x 3 ¾".
Withholding 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 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 Annual Reconciliation form.
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.

Attn: Angela Moffett
Delaware Division of Revenue
820 N. French Street
Wilmington, DE 19801

## *Scanline Information for an 8th-Monthly Annual Reconciliation for Withholding Coupon:*

| Revenue Code | Sub-Type | Filing Frequency | Tax Period End Date | Due Date |
|---|---|---|---|---|
| 0089 | 08 | 09 | Last Day of Tax Year | The Last Day of February following the Tax Period End |

## Sample Design for 8th-Monthly Annual Reconciliation Withholding Coupon:

*Information highlighted below in **Red** is unique to 8th-Monthly Annual Rec forms. Variable information is highlighted in **Purple**.*

**DELAWARE DIVISION OF REVENUE** **WR8**

ANNUAL RECONCILIATION OF DELAWARE INCOME TAX WITHHELD - FORM **W3/W29801**

| ACCOUNT NUMBER | TAX PERIOD ENDING | DUE ON OR BE FORE |
|---|---|---|
| **1-234567890-002** | **12-31-2007** | **02-29-2008** |

*Invisible Scanline Area*

0089080912345678900021231070229080000000000000000000G

**Mail This Form With Remittance Payable To:**

**STATE OF DELAWARE**
DIVISION OF REVENUE
P.O. BOX 8754
WILMINGTON, DE 19899-8754

☐ CHECK THE BOX IF W-2(S) AND/OR 1099s ARE BEING SUBMITTED ON MAGNETIC MEDIA.

**ABC Cleaners**
**121 Main Street**
**Dover, DE 19901**

**CHANGES MUST BE MADE ON THE REQUEST FOR CHANGE FORM. CHECK THE BOX IF YOU ARE FILING A CHANGE FORM.**

If you have questions, call (302) 577-8779. ▼ ☐

| | |
|---|---|
| 1. Amount of Delaware Wages | |
| 2. Number of Withholding Statements (Form W-2 and/or 1099 attached.) | |
| 3. Total Delaware Income Tax WITHHELD From Wages (as shown on attached forms) | |
| 4. Total Delaware Income Tax PAID during the year from back of this form. | |
| 5. Difference between Line 3 and Line 4 Overpayment ☐ Balance Due ☐ | |

**X**

AUTHORIZED SIGNATURE I declare under penalties of perjury that this is a true, correct and complete return.

If desired, provide an E-mail address where we may contact you regarding this return.

TELEPHONE NUMBER

DATE