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

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

The approximate size of a Corporate 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 CorporateRequest 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
Delaware Division of Revenue
820 N. French Street
Wilmington, DE 19801

Scanline Information for Corporate Request for Change Coupons (Form CREQ):

For Form:	Form Label	Revenue Code	Sub-Type	Filing Frequency	Tax Period End Date
1100-T	CREQ 9501	0038	99	09	Last Day of Tax Year
1100-P	CREQ 9601	0094	99	09	Last Day of Tax Year

Sample Design of Corporate Request for Change Coupon:

*Information highlighted below in **Red** is unique to each Corporate Tentative form. Variable information is highlighted in **Purple**.*

CREQ 9501

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

Invisible Scanline Area
0038990912345678900011231120000000000000000000000000006

CORRECT TAX YEAR ENDING DATE	ACCOUNT NUMBER CHANGE	EFFECTIVE DATE	REASON FOR CHANGE
12-31-12			

ACCOUNT NUMBER **1-234567890-001**

☐ OUT OF BUSINESS ___/___/___ DATE

BUSINESS MAILING ADDRESS
ABC Cleaners
121 Main Street
Dover, DE 19901

X _____ AUTHORIZED SIGNATURE ___/___/___ DATE

TELEPHONE NUMBER _____ E-MAIL ADDRESS _____

CORRECT BUSINESS LOCATION ADDRESS

NAME		
ADDRESS		
CITY	STATE	ZIP CODE

CORRECT MAILING ADDRESS IF DIFFERENT FROM ABOVE

NAME		
ADDRESS		
CITY	STATE	ZIP CODE