

2013 Record Code Table Information Sheet for Corporate Request for Extension Coupons

Corporate Request for Extension 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 Extension Coupon is not to exceed 8 1/2" x 3 3/4".
Request for Extension 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.

Each Corporate Coupon must include a barcode and anchor marks. Barcode specs are available at www.revenue.delaware.gov.
The Barcode Form ID for the 1100T Coupon (below) is **624**.

Position the barcode and anchor marks as they appear below. These forms do not follow a grid at this time.

All CorporateRequest for Extension 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 Extension Coupons (Form 1100T-EXT and 1100P-EXT):

For Form:	Voucher	Form ID	Revenue Code	Sub-Type	Filing Frequency	Tax Period End Date	Due Date
1100T-EXT	T-5	624	0042	25	05	Last Day of Tax Year	1st day of 4th month after the end of the taxable year
1100P-EXT	P-5	621	0093	25	05	Last Day of Tax Year	1st day of 4th month after the end of the taxable year

Sample Design of Delaware Corporate Income Tax Request for Extension Coupon (1100T-EXT):

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

DELAWARE DIVISION OF REVENUE FORM 1100-T-EXT – DELAWARE CORPORATE INCOME TAX REQUEST FOR EXTENSION

FEDERAL IDENTIFICATION NUMBER 1-234567890-001	CALENDAR OR FISCAL YEAR ENDING 12-31-2013	DUE ON OR BE FORE 04-01-2014	VOUCHER T-5	EXTENSION TO 10-01-2014
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00422505123456789000112311304011400000000000000000000L Invisible Scanline Area

FILE THIS FORM IF EXTENSION IS REQUESTED

Check Here If A Request For Change Form Is Being Filed

ABC Cleaners
121 Main Street
Dover, DE 19901

BALANCE DUE FROM LINE 3 OF WORKSHEET (BALANCE OF TAX DUE FOR THE YEAR)	\$	00
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Mail This Form With Remittance Payable To:
Delaware Division of Revenue
P.O. Box 8751, Wilmington, DE 19899-8751



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



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

DATE

TELEPHONE NUMBER

EMAIL ADDRESS