2010 Delaware Withholding Record Code Table Information Sheet for Monthly and Quarterly Annual Reconciliation

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-Batty
Delaware Division of Revenue
820 N. French Street
Wilmington, DE 19801

Scanline Information for a Monthly/Quarterly Annual Reconciliation for Withholding Coupon:

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

Sample Design for Monthly/Quarterly Annual Reconciliation Withholding Coupon:

*Information highlighted below in **Red** is unique to Annual Reconciliation forms. Variable information is highlighted in **Purple**.*

DELAWARE DIVISION OF REVENUE

WR

ANNUAL RECONCILIATION OF DELAWARE INCOME TAX WITHHELD - FORM W-3 9801

ACCOUNT NUMBER	TAX PERIOD ENDING	DUE ON OR BE FORE
1-234567890-002	12-31-2010	02-28-2011

Invisible Scanline Area

0089090912345678900021231100228110000000000000000000000N

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 ELECTRONICALLY.

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 _____