# 2013 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.

Each Withholding Coupon must include a barcode and anchor marks. Barcode specs are available
at www.revenue.delaware.gov. The Barcode Form ID for the Request for Change Withholding Coupon (below)
is **603**. Position the barcode and anchor marks as they appear below. These forms do not follow a grid at this time.

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 | Barcode Form ID |
|---|---|---|---|---|---|---|
| All Withholding forms use the Request for Change form (WREQ) below. | WREQ | 0089 | 99 | 09 | Last Day of Tax Year | 603 |

**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 Business FEIN or SSN Changes Only

*Invisible Scanline Area*

0089990911111111110011231130000000000000000000000000E

ACCOUNT NUMBER
**1-111111111-001**

ACCOUNT NUMBER CHANGE | EFFECTIVE DATE

BUSINESS MAILING ADDRESS

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

**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