FYI – For Your Information

Computer Form Specifications: DR 1094 Income Withholding Tax Form

Computer form facsimiles must be reviewed and approved by the Department of Revenue prior to use. The following guidelines must be used for computer-generated withholding forms to be processed. The form should be clearly labeled as a withholding tax form. Twenty test copies of your form must be submitted for approval prior to use (must be detached to the correct size).

Form DR 1094 "Income Withholding Tax Return" and Form DR 5315 "Remittance Processing Scan Allowances" may be downloaded from the Web at: www.taxcolorado.com

PAPER: Use white, high quality bond, minimum 20 lb. or 24 lb OCR, providing sufficient quality and contrast for Optical Character Reading (OCR).

FORM SIZE: The width should be 8 1/2 inches. The return portion of the forms must have a height of 3 2/3 inches.

PRINT FONT: OCR-B for the OCR scan line, using six lines to the inch. Your printer must print crisp, clear characters with no unconnected lines or filled in spaces. If OCR-B is not available, the scanline should NOT print on the form.

FORMAT: The content and format must match on both the front and back of the form. The form must be two-sided (not two sheets), containing all information (front and back) in the blocks, including: account number (company's state account number), period (period for which taxes are due) and date due (date taxes are due for the given period). The return must include the numbers shown in parentheses [i.e. (100), (905), (907), etc.] on lines 1, 2, 3, 5, 6, 7, and 8. Content and spacing of the OCR scan line must EXACTLY meet the requirements listed below in order for the form to be readable by OCR.

DR 1094 - Withholding Taxes: **Data Font Size:** All data must have a font size of 10 point. Preferred font style is "Ariel." **Account Number Format:** 99-99999 **Period Format:** 01/05-03/05 (full-year for transmittal 01/05 - 12/05)

ADDRESS BLOCK: Under the heading, the left side of the return must contain the business name, address, city, state and zip code.

MAILING: The completed tax return must be mailed to the department UN-FOLDED.

OCR SCAN SPACE: The bottom 3/4 inch of the form, front and back, must be free from extraneous marks and printing that would give a false OCR reading. The data on the scan line MUST be printed on the third print line from the bottom (between 10/32 and 15/32 of an inch from the bottom) and MUST conform to the following specifications. Variation will make the line unreadable.



Colorado Department of Revenue Taxpayer Service Division 1375 Sherman St. Denver, Colorado 80261

Forms & Other Services: (303)238-FAST(3278) Assistance: (303)238-SERV(7378)

www.taxcolorado.com

PAGE 1 OF 3 WITHHOLDING 2 (09/05) **OCR PRINT POSITIONS:** Using OCR-B print font, reading from **right** to **left** beginning at the **right edge** of the form, the following spacing must be followed:

Print spaces from

RIGHT EDGE of form			Contents	Note on account number: For this 11-	
1	-	21	leave blank	space field, the right-hand 4 spaces are zeros.	
		22	check digit #1	Note on filing period: If the filing period is	
23	-	33	account number	for one month only, use only the right-hand	
34	-	40	leave blank	four spaces of this 8-space field and enter	
		41	check digit #2	zeros in the other 4 spaces. If the period is for	
42	-	48	source/liability code (1001000)	a quarter, use all 8 spaces. (Example: for January through March 2005, the entry would	
49	-	56	filing period (see note)	be 01050305.)	

Use the following computation for check digit #1 (MOD 10):

11 digit account number field:	$0\ 1\ 0\ 1\ 5\ 5\ 4\ 0\ 0\ 0$	
Starting from right, bring		
down 1st digit, then every other one:	0 0 5 4 0 0	
Multiply 2nd line by 2:	x 2	
Cross add the total:	0 + 1 + 0 + 8 + 0 + 0	= 9
Cross add digits not multiplied by 2:	1 + 1 + 5 + 0 + 0	= 7
Sum of cross additions:		16
Use digit in"ones" position only:		6
Subtract that number from 10:	10 - 6 = 4	

Your check digit in this example is 4. If your check digit equals 10, use only the zero.

	2005	2006	2007
st Quarter	3	1	9
nd Quarter	7	5	3
rd Quarter	1	9	7
th Quarter	1	9	7
anuary	1	0	9
ebruary	0	9	8
larch	9	8	7
pril	8	7	6
ay	7	6	5
ine	6	5	4
ıly	5	4	3
ugust	4	3	2
eptember	3	2	1
ctober	0	9	8
ovember	9	8	7
ecember	8	7	6

Please submit 20 test forms and direct all questions to: COLORADO DEPARTMENT OF REVENUE GRAPHICS SECTION RM 305 1375 SHERMAN ST DENVER CO 80261 (303) 866-2419

FURTHER INFORMATION

FYIs and commonly used forms are avialable on the Web at *www.taxcolorado.com*

For additional withholding tax information visit the "Tax Information Index" at *www.taxcolorado.com*

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