

**Commonwealth of Kentucky
Kentucky Department of Revenue**

**SUBSTITUTE FORMS DESIGN
FOR
INDIVIDUAL AND CORPORATE FORMS**



**Tax Year 2015
Processing Year 2016**

**Version 1.7
December 18, 2015**

SUBSTITUTE FORMS DESIGN FOR INDIVIDUAL AND CORPORATE FORMS

Tax Year 2015

REVISION HISTORY

| Version | Date | Nature of Change |
|----------------|-------------|---|
| 1.0 | 7/1/2015 | Published |
| 1.1 | 7/10/2015 | Added copies of Form 40A201ES and 40A201NP-WH-SL |
| 1.2 | 7/10/2015 | Updated 4 th installment date of Form 740-ES |
| 1.3 | 8/4/2015 | Added samples of forms 720-SL, 720-ES and 720-V |
| 1.4 | 9/15/2015 | Revised Form 720-V |
| 1.5 | 11/2/2015 | Added 740-V, 40A102, and 740-ES |
| 1.6 | 11/20/2015 | Updated form numbers for scannable forms |
| 1.7 | 12/18/2015 | Revised contact information |

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INTRODUCTION

The 2015 Kentucky tax forms and schedules, including individual, partnership, fiduciary and corporation income tax returns and all appropriate schedules for these returns, must be submitted in an approved format as prescribed by the Kentucky Department of Revenue (KDOR). Individual (resident) income tax returns must be designed in 2D-barcode format as prescribed by KDOR even if a vendor does not support the barcode for Kentucky. The approval process ensures that substitute tax forms:

- Are compatible with the KDOR's automated processing system or 2D barcode system; and
- Present information in a uniform pattern.

Definition of a Substitute Tax Form

A substitute tax form is any form other than the official form printed by KDOR, which is commercially typeset and printed, or computer produced or computer programmed.

APPROVAL OF SUBSTITUTE INCOME TAX FORMS

Any company that designs and / or markets substitute tax forms which are submitted for processing by KDOR must receive prior approval from KDOR. Approval is required each year before releasing or distributing substitute tax forms as paper copy or as part of a software product to its customers or clients.

Prior to or included with the first transmission of forms for approval, each vendor should include a list of all forms they expect to submit for approval. A Statement of Intent for Substitute Forms Design form is provided on our website for use in identifying the supported forms. This will help KDOR determine when a vendor has submitted all of their forms so the website can be updated with approval information. Please submit the lists broken down by tax type. **(If the vendor does not submit the list of forms that will need approval, the status for that vendor on our website will remain pending until KDOR is notified by the vendor that no other forms will be submitted. It will be the vendor's responsibility to notify KDOR when all of the forms have been submitted and approved.)**

If a vendor uses another vendor's substitute forms in their software package, they should submit data-filled forms for data placement approval. Please notify KDOR of which forms are in this category.

Once a vendor has received approval, their customers or clients do not need to request additional approval to use the approved substitute tax forms. Vendors are encouraged to include approval information in their release.

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GUIDELINES FOR PROGRAMMING SUBSTITUTE TAX FORMS

Reproduced tax forms that deviate from the official forms (including those produced by tax software) are considered substitute tax forms and must be approved before use.

Substitute tax forms, including business income tax returns and all appropriate schedules for these returns, must be compatible with KDOR's automated processing system and KDOR must be able to process the forms in the same manner as the official form. KDOR reserves the right to reject any substitute tax form that does not meet the guidelines mentioned in this document or that would cause processing problems.

Margins and Layout

Substitute tax forms must have margins on all sides at least as large as the margins on the official forms. One-sided reproduced tax forms are acceptable even if the official form is two-sided.

Some official forms are designed with dropout ink boxes to guide a taxpayer through manual preparation. For computer generated forms these boxes are not needed or desired. Eliminating these boxes allows the vertical placement on the page to be adjusted to allow for easier programming. See formatting requirements for each form. The formatting will not be exactly the same as the official forms but will be grouped in the same manner.

Text on Substitute Forms and Schedules

The order of a substitute schedule must follow the official schedule, including title, space for taxpayer name and identification number, year, captions, line numbers and line descriptions. To avoid having text in the areas to be read, omit the text that designates placement of name and address and the text at the tops of the columns that say "DOLLARS" and "CENTS". Captions and line descriptions from the official schedules may be shortened to one print line on substitute forms. To do this, it is acceptable to use abbreviations and contractions and omit articles and prepositions. However, key words that make identification of the caption or line description clear must be retained. Instructional text may be omitted.

Substitute tax forms must closely resemble the style and size of type used on the official form.

The Taxpayer/Preparer signature area may not be rearranged, relocated or reworded. The perjury statement and signature line areas must be retained and worded exactly as on the official form. The signature area format on substitute forms must conform to that of the official form.

Printing Amounts in Data Fields

- Characters in data fields must be printed at a minimum of 10 characters per inch. For data entry in areas that have handprint boxes on the official form, data should be printed without lines beneath the data.
- Amounts should be right justified with decimals and cents on the individual income tax forms. Business forms do not require the decimal or the cents to be generated. Spaces should not be placed between characters but commas may be used.
- Amounts must be rounded to whole dollars; cents should be shown with zeros.
- If a monetary amount is negative, place a leading minus sign in the first field to the left of the first number.

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- All numeric fields should be left blank if there is no entry.

Boxes Designating an Option

- On the official form there are boxes to be checked. These all may be marked with an "X" without the box but in the area designated on the layout for that form. Although the boxes may be (and some should be) omitted, the text for the boxes must be printed.

Company Identification Code

Substitute tax forms must include a company identification code if the form does not contain a 1D barcode in the header section of the page. The company identification code is a four character numeric code assigned by the NACTP. Beginning with 2006 tax returns, a 1D barcode was placed on the majority of tax forms containing the tax year, the four (4) digit company identification code and a four (4) digit form number. A complete listing of the forms containing the 1D barcode can be found at the following link: <http://revenue.ky.gov/sdi/sfd.htm>.

In some cases, the design of the form, and the design of the software to perform the tax calculations are created by two separate organizations. The four digit company identification code refers to the developer who creates the form design only, and not to the developer who designs the software to perform the tax calculations.

The company identification code must be printed on each substitute tax form where specified in the specifications for that form. Substitute forms that do not have the company identification code will not be approved.

Vendors that produce a 2D barcode but who do not produce their own forms should place their company identification code in the lower right hand corner of the return. The lower left-hand corner of the return is reserved for the form developer.

Internal Control Numbers

Internal control numbers and symbols used by computerized processors to identify the taxpayer and tax practitioner may be shown on substitute forms. If these numbers or symbols are used, print them in the upper right margin of the substitute tax form.

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GUIDELINES FOR CUSTOMER USE

Vendors are requested to inform their customers and clients of paper and printing requirements for substitute forms.

Paper Requirements

Use white paper of equal or better quality than the 20-lb. paper used for the official form. Use the same size paper as the official form.

Printing Requirements

All forms must have a high standard of legibility for printing and for data entry. KDOR reserves the right to reject forms with poor legibility. The ink and printing method used must ensure that no part of a form (including text, graphics and data entries) develops smears or other quality deterioration during preparation or processing. Black ink must be used.

SUBSTITUTE TAX FORM APPROVAL PROCESS

What the Company Must Do

- Submit your substitute tax forms to KDOR for review before distribution or release to customers or clients. KDOR requires a minimum of 2 samples for testing purposes. Samples must be produced in accordance with the specifications outlined within this document. One sample should be blank and the other should be data-filled. The data-filled return can consist of X's and 9's.
- Send form submissions in pdf format via email to the contact person for that particular tax type. If there is an issue with the electronic copy, a hard copy will be requested. Contact information is found at the end of this document.
- **A hard copy of the scanned forms below must be mailed to Nick Harren for approval. This will allow the document to be scanned in its true form and any issues identified and addressed prior to distribution. See the contact section at the end of this document for the mailing address.**
 - **Form 720-ES (41A720ES)**
 - **Form 720-V(41A720-S12)**
 - **Form 41A720SL (41A720SL)**
 - **Form 740-ES (42A740ES)**
 - **Form 740-V (42A740V)**
 - **Form 40A102 (40A102)**
- Make corrections and revisions to substitute tax forms upon notification by KDOR and resubmit for approval.
- Provide customers or clients with the instructions for correctly producing approved substitute tax forms. These instructions must include information on the printer fonts required to produce approved substitute tax forms.
- Upon request, provide customers or clients with copies of a substitute tax form approval letter.

What KDOR Will Do

- Disseminate information regarding substitute tax forms design and development;

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- Review substitute tax forms;
- Send a list via email indicating which forms are approved and which forms are not approved. If forms are not approved, errors will be noted and returned with a request for the forms to be corrected and resubmitted. If the vendor requires a letter of approval be mailed, they should contact the person approving the forms and one will be provided. Otherwise, approval notification will be via email for efficiency in the approval process.
- Accept forms for tentative approval based on draft postings once they are posted to our substitute forms web page (<http://revenue.ky.gov/sdi/sfd.htm>). If a tentative approval is granted and the form changes, the vendor will be required to make all appropriate changes.

Note: KDOR does not review or approve the logic of specific software programs or confirm the calculations entered on substitute tax forms output from software programs. KDOR will not be responsible for proofreading the forms for spelling and grammatical errors. The accuracy of software programs is the responsibility of the software developer, distributor or user.

If you experience problems with approvals for any type of form, please send inquiries to the appropriate primary or secondary contact at the end of this document.

GENERAL INFORMATION REGARDING RECORD LAYOUT

Starting Positions

Vertical and horizontal starting positions are the top and left edges of the paper. Vertical print spacing is 6 lines per inch and horizontal measurement is 12 characters per inch. The positions shown in the tables are the range of positions that must be used.

Reference Marks

The reference mark is the first item scanned; all other data is measured in relationship to the reference mark. It must be identical in size, thickness and position as the official form produced by KDOR. The reference mark (line is 2 point) is printed on lines in the designated positions unless otherwise noted. There should be at least three-sixteenth inch white space surrounding the reference mark.

Income Tax Forms and Schedules without a Form ID

Non-scannable forms do not have a Form ID or reference mark. These forms must have the company name or 4 digit vendor identification code printed on the form in the lower left hand corner.

Company ID Code

This number can be printed with a courier font. The Company ID is printed on line 62 starting in position 8 unless otherwise noted.

Scanned Income Tax Forms and Schedules

A hard copy of the scanned forms must be mailed to Nick Harren for approval. This will allow us to scan the document in its true form and determine if there are any issues.

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These forms will be posted to the Substitute Forms web page but will not be posted to the public Tax Forms web page. The public will be instructed to obtain a copy from their tax software provider or to the KDOR Taxpayer Service Centers. They may also request the forms by calling 502-564-3658 or by submission of the Form Requisition (Form 40A727) to KDOR.

The list of scannable forms is listed below. Contact Nick Harren if a hardcopy of a form is needed for development.

- **Form 740-ES**
- **Form 740-V**
- **Form 40A102**
- **Form 41A720SL**
- **Form 720-ES**
- **Form 720-V(41A720-S12)**

All scannable forms should use 0002 at the end of the form id to identify that they are substitute forms. (41A720ES0002, 41A720S120002, 41A720SL0002, 42A740ES0002, 42A740V0002, and 40A1020002)

If the bar code scanner is unable to read the Form ID number, the entire document will be rejected. **This number must be printed with an OCR-A font.** The Form ID is printed on line 15 starting in position 69 unless otherwise noted.

1D Barcode

The 1D barcode contains the two (2) digit tax year, the four (4) digit Vendor Identification Code and a four (4) digit form number. These forms must have the 4 digit Vendor Identification Code contained in the 1D Barcode in positions 3 through 6. `

Barcode Placement

A list of individual and corporate tax forms with 1D barcodes can be found at the following url:
<http://revenue.ky.gov/sdi/sfd.htm>

Location on Page – The 1D barcode should be printed on the upper center portion of the return with ¼ inch of surrounding white space.

Size and Type – 30 point, 3 of 9 barcode font.

The horizontal placement of the barcode on the 740 and 740-EZ is position 47 through 77. The vertical placement of the barcode varies on each form. The 740 (lines 7 through 17) and the 740-EZ (lines 7 through 17).

Any vendor that supports the 2D barcode for KY should have the default set to ON for the barcode.

There are some corporate forms that differ from this 1D placement. Please refer to the placement on the form for the Form 851-K, Schedule AN, Schedule CR, Schedule CR-C, Schedule KCR and Schedule KCR-C.

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Forms without 1D Barcode

The following Individual Income Tax forms do not have a 1D barcode. The Vendor Identification Code is required in the lower left hand corner of the form for identification.

| |
|---|
| 12A200 – Installment Agreement |
| 40A727 – Forms Requisition |
| 42A740-EPAY – KY Electronic Payment Request Form |
| 42A740-S22 – Form 8879-K |
| 42A740-S23 - Form 740-V |

Please review the 740-ES layout below for the placement of the Form ID.

| |
|---|
| 42A740ES - 740-ES Individual Estimated Tax Voucher |
|---|

The following Corporate Tax forms do not have a 1D barcode. The Vendor Identification Code is required in the lower left hand corner of the form for identification.

| |
|--|
| 40A200 – Form PTE-WH |
| 40A201ES - Form 740NP-WH-ES |
| 40A201NP-WH-SL – Application for Six Month Extension of Time to File Form 740-NP-WH |
| 41A720ES – Form 720-ES |
| 41A720-S12 – Form 720-V |
| 41A720SL – Extension of Time To File Kentucky Corporation / LLET Return |
| 41A720-S80 – Form 8874(K) |
| 41A720-S83 – Form 8874(K)-C |
| 41A720-S8 – Form 8879(C)-K |
| 41A720-S85 – Application for Preliminary Authorization of the ENDOW Kentucky Tax Credit |
| 41A800 – Corporation and Pass-Through Entity Nexus Questionnaire |
| 41A802 – Corporation and Pass-Through Entity Related Party Expense Questionnaire |

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KENTUCKY INDIVIDUAL INCOME TAX ESTIMATED VOUCHER

42A740-ES

VOUCHER SIZE 8 1/2 x 3 1/2 inches (21 lines)

Please note that the Social Security Numbers and Year Ending are now above the caption instead of below it.

| | | |
|--|--|---|
| <p>KENTUCKY ESTIMATED TAX VOUCHER INSTALLMENT 1</p> | <p>2016 INDIVIDUAL INCOME TAX</p> <p>Form 740-ES</p> <p>Due April 18, 2016</p> <p>12/31/2016 Year Ending</p> | <p>For FISCAL year filers ONLY FISCAL year ending ____ / ____</p> |
| <p>Your Social Security No. _____</p> | <p>Spouse's Social Security No. _____</p> | |
| <p>LAST NAME _____ FIRST NAME _____</p> | <p>SPOUSE'S NAME _____</p> | |
| <p>_____ Mailing Address (Number and Street including Apartment No. or P.O. Box)</p> | <p>Amount Paid _____</p> | 0 0 |
| <p>_____ City, Town or Post Office</p> | <p>_____ State</p> | <p>_____ Zip Code</p> |
| <p>Kentucky Department of Revenue Frankfort, KY 40620-0009</p> | | <p>42A740ES0002</p> |
| <p><small>Make check payable to: Kentucky State Treasurer.</small></p> | | <p><small>42A740ES (03/15)</small></p> |
| <p>DO NOT ATTACH CHECK TO VOUCHER</p> | | |

The Form Id in the 740-ES for the substitute form should be 42A740ES0002.

Installment due dates are as follows:

| | |
|---------------|--------------------|
| Installment 1 | April 18, 2016 |
| Installment 2 | June 15, 2016 |
| Installment 3 | September 15, 2016 |
| Installment 4 | January 17, 2017 |

| Name of Field | Line number from top of voucher | Position |
|--|-------------------------------------|----------|
| Primary social security number (text is on line) | 9 | 9-19 |
| Check digit on primary social security number (see check digit information below) | 9 | 22 |
| Secondary social security number (text is on line) | 9 | 27-37 |
| Check digit on secondary social security number | 9 | 40 |
| Year ending (text is on line) | 9 | 47-56 |
| Amount paid (text is on line) | 10 | 61-81 |
| Name (Primary taxpayer's last name, first name, secondary taxpayer's first name) No punctuation. | 15 | 11-35 |
| Street address | 16 | 11-35 |
| City | 17 | 11-27 |
| State | 17 | 29-30 |
| Zip | 17 | 33-42 |
| Form ID (42A740ES0002) | 15 | 70-81 |
| Reference Mark | Top of line 17 to bottom of line 19 | 73-77 |
| Company Code | 18 | 61-65 |

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**Corporation Income/Limited Liability Entity Tax
Form 720-ES**

The following example is included as a reference point for the development of the Form 720-ES – Corporation Income/LLET Estimated Tax Voucher.

The company code should be placed on line 21 (left hand corner) on the Form 720-ES.

| | | |
|---|---|---|
| Form 720-ES KENTUCKY ESTIMATED TAX VOUCHER | 2016 CORPORATION INCOME/LIMITED LIABILITY ENTITY TAX KY Corporation / LLET Account No. _____ Taxable Year Ending (mm/yy) _____ | INSTALLMENT 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 20 TRAN CODE |
| Entity Name _____ _____ _____ | | Dollars _____ Cents _____ |
| Federal Identification Number _____ Number and Street _____ City, State ZIP Code _____ Telephone Number _____ | | Corporation Income Tax _____ Limited Liability Entity Tax _____ Total _____ |
| Print or Type Name of Responsible Party _____ | | 41A720ES0003 41A720ES(06-15) |
| Mail to: Kentucky Department of Revenue Frankfort, KY 40620-0021 | | |

The placement of the required data on this form should look similar to the example below.

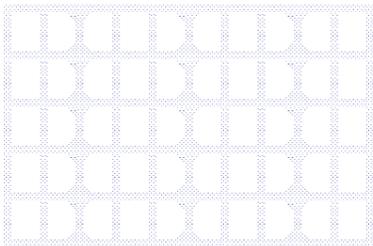
| | | |
|--|--|--|
| * Detach Here * * Enclose Check and Voucher Unattached * | | |
| Form 720-ES KENTUCKY ESTIMATED TAX VOUCHER | 2016 CORPORATION INCOME/LIMITED LIABILITY ENTITY TAX KY Corporation / LLET Account No. 123456 Taxable Year Ending (mm/yy) 12/16 | INSTALLMENT 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 20 TRAN CODE |
| Entity Name Alphabet Inc Federal Identification Number (FEIN) 12-1234567 12345 Main Street Frankfort, KY 40601 Telephone Number 502-555-5555 | | Corporation Income Tax 15,000.00 Limited Liability Entity Tax 175.00 Total 15,175.00 |
| Print or Type Name of Responsible Party AB Smith | | 41A720ES0002 41A720ES(06-15) |
| Mail to: Kentucky Department of Revenue Frankfort, KY 40620-0021 | | |

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**720-V Electronic Filing Payment Voucher
Form 41A720-S12**

The following example is included as a reference point for the development of the Form 41A720-S12 – 720-V Electronic Filing Payment Voucher.

| | | | | | |
|---|-------------------------------|--|--|-------------|--|
| 41A720-S12(10-15) Department of Revenue | <u>23</u> TRAN CODE | 720-V ELECTRONIC FILING PAYMENT VOUCHER | DO NOT send a copy of the electronically filed return with payment of tax due. Please use Form 720-V to submit payment. | 2015 | |
| KY Corporation / LLET Account No. | | Taxable Year Ending (mm/yy) | | | |
| Federal Identification Number | | | | | |
| Name of Entity (Print or Type) | | <ol style="list-style-type: none"> 1. Corporation Income Tax 2. Income Interest and Penalty 3. Limited Liability Entity Tax 4. LLET Interest and Penalty 5. Total | | | |
| Number and Street | | | | | |
| City | State | | | ZIP Code | |
| Contact Name and Telephone Number | | | | | |
| | | | | | |
| | | | Dollars Cents  41A720S120003 | | |
|  | | | | | |

The placement of the required data on this form should look similar to the example below.

| | | | | |
|---|-------------------------------|---|--|-------------|
| 41A720-S12(10-15) Department of Revenue | <u>23</u> TRAN CODE | 720-V ELECTRONIC FILING PAYMENT VOUCHER | DO NOT send a copy of the electronically filed return with payment of tax due. Please use Form 720-V to submit payment. | 2015 |
| KY Corporation / LLET Account No. 123456 | | Taxable Year Ending (mm/yy) 12/16 | | |
| Federal Identification Number 61-1234567 | | | | |
| Alphabet Inc. 12345 Main Street Frankfort, KY 40601 | | <ol style="list-style-type: none"> 1. Corporation Income Tax 15,000.00 2. Income Interest and Penalty 500.00 3. Limited Liability Entity Tax 175.00 4. LLET Interest and Penalty 25.00 5. Total 15,700.00 | | |
| Contact Name and Telephone Number A. B. Smith 502-564-5555 | | | | |
| | | | 41A720S120002 | |
|  | | | | |

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**740NP-WH-ES Pass-through Entity Nonresident Distributive Share Withholding Report and
Composite Income Tax Return Voucher
Form 40A201ES**

| | | |
|--|--|--|
| 2016 PASS-THROUGH ENTITY NONRESIDENT DISTRIBUTIVE SHARE WITHHOLDING REPORT AND KENTUCKY ESTIMATED COMPOSITE INCOME TAX RETURN VOUCHER | | Tax Year Ending MMYY |
| Form 740NP-WH-ES | | |
| INSTALLMENT 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> | | |
| Individual Tax Type Return 08 | <input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/> | Kentucky Corp./LLET Acct. No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Corporate Tax Type Return 07 | <input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/> | Federal Identification Number (FEIN) <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Total Tax Paid | <input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/> | |
| <i>(Round to the nearest dollar)</i> | | |
| OFFICIAL USE ONLY VAL # | Make check payable to: Kentucky State Treasurer Mail to: Kentucky Department of Revenue Frankfort, KY 40619-0006 | |
| | DO NOT STAPLE PAYMENT TO VOUCHER 40A201ES(10-15) | |

The following example is included as a reference point for the development of the form's name, address and phone number section for the software generated substitute form.

| | | |
|--|--|--|
| 2016 PASS-THROUGH ENTITY NONRESIDENT DISTRIBUTIVE SHARE WITHHOLDING REPORT AND KENTUCKY ESTIMATED COMPOSITE INCOME TAX RETURN VOUCHER | | Tax Year Ending MMYY |
| Form 740NP-WH-ES | | |
| INSTALLMENT 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> | | |
| Individual Tax Type Return 08 | <input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/> | Kentucky Corp./LLET Acct. No. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Corporate Tax Type Return 07 | <input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/> | Federal Identification Number (FEIN) <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| Total Tax Paid | <input type="text"/> , <input type="text"/> , <input type="text"/> . <input type="text"/> | |
| <i>(Round to the nearest dollar)</i> | | |
| OFFICIAL USE ONLY VAL # | Name of Pass-through Entity Street Address City, State Zip Code | |
| | Phone Number | |
| | Make check payable to: Kentucky State Treasurer Mail to: Kentucky Department of Revenue Frankfort, KY 40619-0006 | |
| | DO NOT STAPLE PAYMENT TO VOUCHER 40A201ES(10-15) | |

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Modulus 10 Check Digit Routine

In this example, "C" will hold the place of the check digit to be calculated. The string of characters for which the check digit is to be calculated is weighted from right to left by 2 then 1. Working from right to left, the digit from the string is multiplied by the assigned weight. That figure is then divided by 10 and the whole number equivalent of the integer and modulus results are added together to form a single digit. This single digit value is accumulated for each digit in the string. The total is divided by 10 again. This calculation differs from the calculations of the individual digits as the integer portion of the result is discarded and the whole number representation of the modulus portion is subtracted from 10 resulting in the check digit for the string. If the check digit calculates to be 10, then the check digit will be 0.

| | | | |
|----------|------------|-------------|--------------------------|
| | | | Total=0 |
| Weights: | 212121212 | 2*3=06 | |
| String: | 106860723C | 06/10=0.6 | |
| | | 0 + 6 = 6 | |
| | | | Total = Total + 6 = 6 |
| Weights: | 212121212 | 1*2 = 02 | |
| String: | 106860723C | 02/10 = 0.2 | |
| | | 0 + 2 = 2 | |
| | | | Total = Total + 2 = 8 |
| Weights: | 212121212 | 2* 7 = 14 | |
| String: | 106860723C | 14/10 = 1.4 | |
| | | 1 + 4 = 5 | |
| | | | Total = Total + 5 = 13 |
| Weights: | 212121212 | 1*0 = 00 | |
| String: | 106860723C | 00/10 = 0.0 | |
| | | 0 + 0 = 0 | |
| | | | Total = Total + 0 = 13 |
| Weights: | 212121212 | 2 * 6 = 12 | |
| String: | 106860723C | 12/10 = 1.2 | |
| | | 1 + 2 = 3 | |
| | | | Total = Total + 3 = 16 |
| Weights: | 212121212 | 1*8 = 08 | |
| String: | 106860723C | 08/10 = 0.8 | |
| | | 0 + 8 = 8 | |
| | | | Total = Total + 8 = 24 |
| Weights: | 212121212 | 2 * 6 = 12 | |
| String: | 106860723C | 12/10 = 1.2 | |
| | | 1 + 2 = 3 | |
| | | | Total = Total + 3 = 27 |
| Weights: | 212121212 | 1*0 = 00 | |
| String: | 106860723C | 00/10 = 0.0 | |
| | | 0 + 0 = 0 | |
| | | | Total = Total + 0 = 27 |
| Weights: | 212121212 | 2 * 1 = 02 | |
| String: | 106860723C | 02/10 = 0.2 | |
| | | 0 + 2 = 2 | |
| | | | Total = Total + 2 = 29 |
| | | | Total/10 = 2.9 |
| | | | Check digit = 10 - 9 = 1 |

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CONTACT INFORMATION

Below is the primary and secondary contact information based on the type of form. **Please be sure to send forms to the appropriate contact for approval.** Forms sent to the incorrect contact will delay approval of the form as they must be rerouted to appropriate personnel.

Primary Contacts:

Individual Income Tax & Fiduciary Tax (Non Scannable)

R. J. Hill
Kentucky Department of Revenue
501 High Street, Station 22
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SUBSTITUTE FORMS DESIGN FOR INDIVIDUAL AND CORPORATE FORMS
Tax Year 2015

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SUBSTITUTE FORMS DESIGN FOR INDIVIDUAL AND CORPORATE FORMS
Tax Year 2015

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