



Specifications for Reproduction of New York State Sales and Use Tax, Employer, and Miscellaneous Tax Forms

The New York State Department of Taxation and Finance (Tax Department) reserves the right to reject any reproduced form that does not meet these specifications.

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1. Highlights of recent changes

- **Wage reporting requirements**

Starting with the first quarter of 2019, employers **must** now report gross wages and tax withheld **quarterly** on Form NYS-45, *Quarterly Combined Withholding, Wage Reporting, and Unemployment Insurance Return* or Form NYS-45-ATT, *Quarterly Combined Withholding, Wage Reporting and Unemployment Insurance Return - Attachment*, in columns d and e, if payments are made quarterly.

The amounts employers report are only applicable to amounts paid and withheld for the quarter they are reporting. The fourth quarter will no longer be a cumulative total for the year. The amounts employers report in the fourth quarter are only applicable to the amounts they paid and withheld in the fourth quarter. This change includes withholding on pension and annuity payments made throughout the year.

Note: Prior to this change, employers were only required to complete NYS-45, Part C or NYS-45-ATT, columns d and e **annually** or on the last return for the calendar year.

- **Employer compensation expense tax (ECET)**

This optional program for employers will start next tax season (2019). No paper ECET forms will be made or processed.

The ECET **must** be paid electronically on the same dates that the electing employer's withholding tax payments and returns are due. For details about the program, see TSB-M-18(1) ECEP, *Employer Compensation Expense Program* at www.tax.ny.gov.

- **Petroleum business tax forms**

Certain forms in the PT-100 series now have a preprinted tax year since tax rates are specific to each year. These include:

- PT-100-B, *Schedule of Weekly Refund/Reimbursement*
- PT-101, *Tax on Motor Fuel*
- PT-102, *Tax on Diesel Motor Fuel*
- PT-103, *Tax on Residual Petroleum Product Businesses*
- PT-104, *Tax on Kero-Jet Fuel*
- PT-105, *Credit/Reimbursement for Registered Electric Corporations*
- PT-106, *Retailers of Non-Highway Diesel Motor Fuel Only*

The month will be blank and taxpayers **must** now fill it in. These forms will now normally be revised only once a year. Your approval will remain in effect until you or the Tax Department makes a change. Petroleum business tax forms with new barcodes, submitted for approval, will still require just one blank sample.

- **Forms not changing for 2018**

MTA-305 (12/16) IT-2104-IND (8/15) IT-2104-MS (8/15) IT-2104-P (8/15) NYS-1 (1/16)

- **Estate tax forms**

There is a new email address for submitting certain estate tax forms. See Section 6, *Miscellaneous tax forms*.

- **Updated submission address**

All forms covered by this publication may be submitted and approved by email, however, we have updated the name of the unit in our address if you want to submit by hard copy. The new name is the **OPTS Forms Unit**. As such, sections 3 through 6 have been updated for both U.S. Mail and private delivery submissions.

2. General information

A. E-file mandate

Important reminder: Most businesses and tax return preparers are required to electronically file (e-file) authorized tax documents. To learn more about the e-file mandate, visit the Tax Department's website (at www.tax.ny.gov) and look under the *Businesses* or *Tax Professionals* sections for *E-file mandates*. If tax professionals and business taxpayers do **not** file and pay electronically when required to do so, they will be subject to penalties from the New York State Tax Department.

B. Scope

- Software developers may reproduce, upon approval, any current New York State (NYS) sales and use tax, withholding tax (employment), or MCTMT form listed on the Tax Department's public website (at www.tax.ny.gov). Certain miscellaneous tax forms may also be reproduced. Reproduced forms are also called *substitute forms*.
- You must submit all substitute forms for approval on white paper with black ink to the New York State Tax Department (NYS DTF) and when required to, to JPMorgan Chase (they process certain forms for the Tax Department). See the section for each tax type below for where to send submissions.
- All submissions must include a cover letter or email that lists the forms being submitted for review, the vendor name, vendor source code, and a contact person's name, phone number, and email address.
- Do **not** include multiple tax types within one submission package.
- The reproduction must be **substantially identical** to the current, official NYS version including field size and placement, margins, fixed text fonts, hard coded values, data entry symbols, and the NYS map logo™.

Exceptions

Hash marks (character separators) — anywhere on a form, do not have to be reproduced. However, you **must not** reproduce:

- check boxes on employment forms **or**
 - shaded areas on sales tax, employment, or MCTMT forms (those areas should be white space).
- The Tax Department will review your substitute form submissions and send you comments or approvals. You must correct any issues noted in the comments and resubmit the forms. If you sell your product before getting NYSDTF approval for each form, we request your software be set so those forms are not printable or e-fileable until you do get approval. We are finding that headers and watermarks (using for example, *draft form* and *do not file*) are not preventing taxpayers from printing and filing paper copies of incorrect *preview* forms.
 - If taxpayers file returns using substitute forms that were not submitted and approved, we may send the tax returns back to the taxpayers with the reason for rejection. The taxpayers will have to resubmit their returns, which could result in late filing, and penalty and interest charges.

C. Letters of intent

The Tax Department may send, by email (annually or periodically), a *Letter of Intent* (LOI) to software vendors who reproduce sales tax, employment, MCTMT, or miscellaneous tax forms. You will be asked for updated contact information and a non-binding list of forms you intend to reproduce.

D. Obtaining forms and form updates

- The Tax Department's public website (www.tax.ny.gov) has a limited access area called the *Forms Bulletin Board for Practitioners (Bulletin Board)* which provides forms and publications for software companies. For MCTMT and withholding tax forms, both drafts and finals are provided. Drafts provide vendors a preview of changes being made, and final forms are posted in advance of public release. For miscellaneous forms, and certain sales, fuel, and petroleum tax forms, only final versions are posted.
- You should check our website regularly for newly posted forms, revisions to forms, and revisions to this publication as it is your responsibility to ensure that your forms and software are updated with all the changes made by the Tax Department.
- To obtain access to the Bulletin Board, send an email request to the appropriate email address listed in the *Need help? Contact us* section below. Forms not listed on the Bulletin Board can be found on the public website.
- Forms with a **bold rule** under the form number have been officially updated from a previous final version. The underscore is used when the tax year or revision date did not change, only the form content changed. You must have the underlined version approved and use only that revision. The bold underscore will show on page one and the page(s) that had the change(s).
- There is another section on the website that shows interim updates (changes and corrections) to forms, when they are not going to be officially revised. You should check for these changes, on a regular basis throughout the year, at: www.tax.ny.gov/forms/corrections_changes.htm. If the department requires a change to your approved form, you will be advised if re-approval is required.

E. Source code

- Software developers must obtain a vendor code from the National Association of Computerized Tax Processors (NACTP). The four-digit code serves as the source identification in 1D barcodes, form ID lines, and on non-scannable forms. To obtain a vendor code, at no cost, visit www.nactp.org/, email president@nactp.org, or go directly to www.nactp.org/index.php/about-nactp/nactpidrequest. (Neither the NACTP nor the Tax Department require NACTP membership.)
- Employer forms use a two-digit, DTF-issued print source code in lieu of the NACTP code (see section 4).
- If you purchase previously approved, *scannable* forms from another company, and do **not** alter the forms in any way, you should maintain the other company's source code in the barcode or form ID. Also include your own vendor ID (source code) at the bottom of every page (not in the margin), and submit the form(s) for approval.
- If previously approved, *non-scannable* forms are purchased and not modified, two vendor source codes should be present at the bottom of each page (not in the margin). The ID of the form developer should be the first code, followed by the ID of the software vendor. These forms must be submitted for approval.
- If you modify purchased forms in any way, you must use only your own vendor ID and submit the forms for approval prior to using them.
- If you use unchanged NYS PDFs, replace the DTF source code in the barcode or form ID with your vendor ID, and submit the form(s) for approval. If there is no barcode (non-scannable), include your vendor ID somewhere at the bottom, but **not** in the margin, and submit form(s) for approval.
- If there are different versions of your software product, the resulting forms **must** be identical. If the forms are not identical, a second vendor code will be required for each product and the forms must be submitted and approved for each vendor code. Separate submission packages would be required.

F. Pages to be reproduced

All pages of a form must be reproduced and submitted by vendors for approval, and filed by taxpayers, even if entries are not required on every page. Reproduced pages must be numbered the same as the official forms.

Exception: You do not have to reproduce pages consisting solely of laws, regulations, instructions, or the text *This page was intentionally left blank* or *Notes* – even if the New York State official form contains a barcode on that page. Reproduced pages must be numbered and barcoded the same as the official form.

Example:

If page two of a five-page form is blank or solely instructions, you may submit or file just four pages. Position 6 in the barcode value must still indicate page 1, 3, 4, or 5 as on the official version. Pagination at the top should read Page 3 of 5, Page 4 of 5, and Page 5 of 5 even though there are only four pages.

G. Appearance

- All forms must be highly legible in every aspect, including fixed text, variable data, barcodes, and data entry symbols. Pages must be printed actual size (100%).
- Margin widths must match those of the official forms (usually ½”). There cannot be any text or data in the left, right, or bottom margin of the forms, including taxpayer IDs and vendor IDs.
- Fixed text must be substantially identical in size, font, and style to that used on the official form. Use Arial, or a similar sans serif font, and use italics and bold where the official forms do.
- The branded NYS map logo™ must be placed and sized as it is on the official form. It can be downloaded from the Publications section of the Forms Bulletin Board for Practitioners.

H. Variable taxpayer data

- If sample data is required, it must be sufficient to indicate how your product formats most fields.
- Generally, two different data samples will be required. The second sample should fill fields not populated on the first sample. For example:
 - checkboxes should be marked differently
 - one sample should show an amount due, the other an amount owed
 - one sample should show a preparer’s NYTPRIN, the other an exclusion code (never both)
- The preferred **data** font is Courier, non-bold at 10 CPI. Other fonts will not cause non-approval; however, excessively small fonts will be rejected.
- Data samples must be arithmetically correct and produced from the software in the same way a taxpayer would generate the form.

I. Signatures

Taxpayer and preparer signatures **must** be original signatures written on approved forms after printing.

J. Paid tax preparers

When completing the paid preparer section, registered tax preparers must enter their New York Tax Preparer Registration Identification Number (NYTPRIN) if they are required to have one. If they are not required to have a NYTPRIN, they must enter one of the two-digit exclusion codes listed below that indicates why they are exempt from the registration requirement. Every paid preparer **must** enter a NYTPRIN **or** an exclusion code. Do **not** allow both. They must also enter their federal preparer tax identification number (PTIN) if they have one; if not, they must enter their social security number (SSN).

Table A - NYTPRIN exclusion code

Code	Exemption type	Code	Exemption type
01	Attorney	02	Employee of attorney
03	CPA	04	Employee of CPA
05	PA (Public Accountant)	06	Employee of PA
07	Enrolled agent	08	Employee of enrolled agent
09	Volunteer tax preparer	10	Employee of business preparing that business' return

K. Programming requests

- Your software should request that users print directly from the program, not from exported PDFs.
- Your software should default so pages print at 100% with no scaling or rotation.
- Your software should be programmed so users are urged to check for and install updates before using the product.
- If returns or forms are to be printed, your software should instruct users to use un-textured, white paper and black ink. If returns or forms are to be written on, software should instruct users to use dark ink only, never pencil or red ink.
- Your software should remind users about the e-file mandate.
- Your software should remind taxpayers not to combine tax payments with any other type of tax payment. For example, they must **not** send one check or money order to cover payment for both MCTMT and withholding tax. Returns and payment for each tax type must be remitted separately.

L. Turnaround time

Approvals or non-approvals are normally emailed by the Tax Department to vendors within 10 business days from the date the submission is received. The Tax Department does not email receipts for vendor submissions. JPMC will send you an email receipt of submission, but not approvals or comments. Approvals and non-approvals will come by email from the Tax Department only.

M. After approval

- No change may be made to a form after it has been approved unless you resubmit the form and obtain re-approval from the Tax Department. This includes sizing, line spacing, and other minor adjustments since some paper forms are captured with optical character recognition (OCR). If the department requires a change to your approved form, you will be advised if re-approval is required.
- Once approved, you do not have to resubmit forms for approval unless you make a change or the Tax Department officially revises those forms. Certain forms indicate a tax year and change annually. Forms that are revised as needed will display a revision date in parentheses near the form number.
- Continue to check our website which shows **interim updates** (changes and corrections) to forms when they are **not** going to be officially revised. You should check for these changes, on a regular basis throughout the year at: www.tax.ny.gov/forms/corrections_changes.htm.
- Notify the Tax Department of any **programming errors** as soon as it is discovered. Email your NACTP vendor ID or source code, the specifics of the problem, and the expected date and method of correction to the appropriate Forms Review mailbox listed below. Prompt reporting of software errors allows us to identify returns that may have errors which could delay processing.

N. Waivers from Publication 63 specifications

Exceptions to these specifications require written approval on a case by case basis. Requests should be sent to the relevant email address below.

O. Need help? Contact us

For questions, access to our *Forms Bulletin Board for Practitioners*, or to request a variance from these specifications, send an email to the appropriate review team:

For sales tax forms: TSS.ST.Forms.Review@tax.ny.gov

For employment forms: TSS.WH.Forms.Review@tax.ny.gov

For MCTMT forms: TSS.MCTMT.Forms.Review@tax.ny.gov

For miscellaneous tax forms: TSS.MISC.Forms.Review@tax.ny.gov

3. Sales and use tax forms

A. Submission requirements (in addition to the general information in section 2)

- Every **annual** sales and use tax form you support must be approved annually. Submit your annual substitute forms for approval during the 4th quarter (December through February).
- Every **quarterly or part-quarterly** (for example, Form ST-809) sales and use tax form you support must be submitted and approved during one quarter (1st or 2nd) of the sales tax year that is assigned to you by the Tax Department. Throughout the year, you are also required to update all supported sales tax forms, whether or not it is your quarter to submit for approval. This includes changes to dates, period codes, barcodes, and minor cosmetic changes.

Once your quarterly and part-quarterly forms have been approved, you will not be required to submit them for subsequent quarters, unless the Tax Department notifies you. Possible reasons this may be required include:

- a statewide rate change
 - new data entry fields
 - we have identified filing errors associated with your software
 - a new form is created
- Other sales and use tax forms that are not revised on a regular schedule are indicated by a date in parentheses near the form number. Once approved, you do not have to resubmit those forms for approval until you or the Tax Department make a change to them.
 - Access our website regularly throughout the year to ensure that your forms and software are updated with all the changes made by the Tax Department (see section 2D). Filing an inaccurate or late sales tax return could result in penalties and interest for the taxpayer.
 - All primary forms and correlating schedules are required to be submitted together. For example, when submitting Form ST-100 with a period designator of *118*, you must also submit all schedules for that form (all with the same *118* period designator).
 - One blank PDF submission of each form is sufficient.

B. Where to send substitute sales tax forms for approval

Form submissions must be sent to the Tax Department only, preferably by email.

Email PDF submissions to: *TSS.ST.Forms.Review@tax.ny.gov*

Or send paper submissions to:

By U.S. Mail

**NYS TAX DEPARTMENT
OPTS FORMS UNIT
W A HARRIMAN CAMPUS
ALBANY NY 12227-0865**

By private delivery service

NYS Tax Department
OPTS Forms Unit
90 Cohoes Ave
Green Island NY 12183

C. 14-digit 1D barcode specifications

The barcode is industry standard Interleaved 2 of 5 with 14 digits. The numeric translation font is 8 point Arial.

1. Position (digits)

- 1-3 Form number code assigned by Tax Department
- 4 Always a zero (but could be used for page number if over 99)
- 5-6 Page number, with leading zero for pages below 10 (e.g., 01 for page 1)
- 7-8 Two-digit month of the liability period ending date;
except on Forms ST-330, ST-130, ST-131, ST-140, and ST-141 which use "00"
- 9-10 Last two digits of the liability period ending date year;
except on Forms ST-330, ST-130, ST-131, ST-140, and ST-141 which use the last two
digits of the revision year
- 11-14 Source code (NACTP-assigned vendor code for each company, or DTF version)

2. **Barcode height** - must be between .25" and .375" (the official form barcodes are .25" tall)

3. **Barcode width** - approximately 1 7/8" wide

4. **Barcode elements** - There are two bar sizes in the barcode: the narrow element and the wide element.

- The minimum narrow-element width is 0.010 inches. The maximum narrow-element width is 0.066 inches.
- The minimum wide-element width is 0.022 inches. The maximum wide-element width is 0.200 inches.
- All wide elements within a barcode must be equal size. All narrow elements within a barcode must be equal size.
- The minimum wide-element to narrow-element ratio is 2:1 if the narrow-element width is greater than 0.020 inches.
- The minimum wide-element to narrow-element ratio is 2.2:1 if the narrow-element width is less than or equal to 0.020 inches.
- Barcode elements are a: 1-point bar, 1-point space, 2-point bar, and 2-point space.

Example:



5. Barcode placement

The barcode must be applied to the form in the area where it appears on the official version of the form. Allow at least 1/4" clearance from any other element on all sides (not including the numeric translation).

D. Period designator

The period designator is a three or four-character code (not in the 1D barcode), depending on the form’s filing frequency. It must be included on all forms where we have them. All forms must also include the reporting period, which is spelled out.

Note: A sales tax year runs from March 1 through February 28/29.

Quarterly and annual forms use a three-character designator. The first character is the quarter or annual indicator (see Table B). The second and third characters are the tax year indicator, the last two digits of the ending sales tax year.

Example 1: *On Form ST-100, period designator 119 = quarter ending May 2018 (first quarter in the sales tax year ending in 2019)*

Table B

1 = First quarter	March through May
2 = Second quarter	June through August
3 = Third quarter	September through November
4 = Fourth quarter	December through February
A = Annual (A19)	March 1, 2018, through February 28, 2019

Part-quarterly (monthly) forms use a four-character designator. The first and second characters are the month indicator (see Table C). The third and fourth characters are the tax year indicator, the last two digits of the ending sales tax year.

Example 2: *On Form ST-809, period designator 0219 = April 2018 (second month in sales tax year 2018 - 2019)*

Table C

01 = March	07 = September
02 = April	08 = October
03 = May	09 = November
04 = June	10 = December
05 = July	11 = January
06 = August	12 = February

E. Mailing addresses for sales tax forms

For those **taxpayers** who do not e-file or Web File, the following addresses must be used to file their forms:

For all ST-100 returns: NYS SALES TAX PROCESSING
PO BOX 15168
ALBANY NY 12212-5168

For all ST-101 returns: NYS SALES TAX PROCESSING
PO BOX 15169
ALBANY NY 12212-5169

For all ST-809 & ST-810 returns: NYS SALES TAX PROCESSING
PO BOX 15172
ALBANY NY 12212-5172

For Form ST-330: NYS SALES TAX PROCESSING
PO BOX 15174
ALBANY NY 12212-5174

For all FT-945/1045 returns: NYS SALES TAX PROCESSING
PO BOX 15176
ALBANY NY 12212-5176

Note: If **taxpayers** are not using U.S. Mail, they must refer to Publication 55, *Designated Private Delivery Services*, for alternate addresses. For other forms not listed above, see each form's instructions.

F. Table of sales tax forms

Sales tax returns and schedules

Form number	FFF code	Form title
FT-945/1045	445	Prepaid Sales Tax on Motor Fuel/Diesel Motor Fuel Return
FT-945/1045-A	446	Monthly Schedule FT - Motor Fuel/Diesel Motor Fuel PrompTax Payments
ST-100	500	New York State and Local Quarterly Sales and Use Tax Return
ST-100-ATT	522	Quarterly Schedule CW
ST-100.1	501	Quarterly Schedule W
ST-100.2	502	Quarterly Schedule A
ST-100.3	503	Quarterly Schedule B
ST-100.5	505	Quarterly Schedule N
ST-100.5-ATT	555	Quarterly Schedule N-ATT
ST-100.7	507	Quarterly Schedule H
ST-100.8	508	Quarterly Schedule T
ST-100.10	510	Quarterly Schedule FR
ST-101	100	New York State and Local Annual Sales and Use Tax Return
ST-101-ATT	122	Annual Schedule CW
ST-101.1	101	Annual Schedule W
ST-101.2	102	Annual Schedule A
ST-101.3	103	Annual Schedule B
ST-101.5	105	Annual Schedule N
ST-101.5-ATT	155	Annual Schedule N-ATT
ST-101.7	107	Annual Schedule H
ST-101.8	108	Annual Schedule T
ST-101.10	110	Annual Schedule FR
ST-809	900	New York State and Local Sales and Use Tax Return for Part-Quarterly (Monthly) Filers
ST-810	800	New York State and Local Quarterly Sales and Use Tax Return for Part-Quarterly (Monthly) Filers
ST-810-ATT	822	Quarterly Schedule CW for Part-Quarterly (Monthly) Filers
ST-810.1	801	Quarterly Schedule W for Part-Quarterly (Monthly) Filers
ST-810.2	802	Quarterly Schedule A for Part-Quarterly (Monthly) Filers
ST-810.3	803	Quarterly Schedule B for Part-Quarterly (Monthly) Filers
ST-810.5	805	Quarterly Schedule N for Part-Quarterly (Monthly) Filers
ST-810.5-ATT	855	Quarterly Schedule N-ATT for Part-Quarterly (Monthly) Filers
ST-810.6	806	Quarterly Schedule P for Part-Quarterly (Monthly) Filers
ST-810.7	807	Quarterly Schedule H for Part-Quarterly (Monthly) Filers
ST-810.8	808	Quarterly Schedule T for Part-Quarterly (Monthly) Filers
ST-810.10	810	Quarterly Schedule FR for Part-Quarterly (Monthly) Filers

Other sales tax forms

Form number	FFF code	Form title
AU-11		Application for Credit or Refund of Sales or Use Tax
AU-12		Application for Credit or Refund of Sales or Use Tax - Qualified Empire Zone Enterprise (QEZE)
AU-12.1		Employment Test for Businesses Certified by Empire State Development (ESD) Before April 1, 2005
AU-12.2		Employment Test for Businesses Certified by Empire State Development (ESD) On or After April 1, 2005, and Before April 1, 2009
AU-12.3		Employment Test for Businesses Certified by Empire State Development (ESD) On or After April 1, 2009
AU-196.10		Notification of Sale, Transfer, or Assignment in Bulk
DTF-17		Application to Register for a Sales Tax Certificate of Authority
DTF-17-ATT		Schedule of Business Locations for a Consolidated Filer
DTF-801		Certificate of Indian Exemption for Certain Property or Services Delivered on a Reservation
ST-112		Annual Application for a Materialman to Remit Sales Tax Under the Pay-When-Paid Option
ST-119.2		Application for an Exempt Organization Certificate
ST-119.4		Application for an Exempt Organization Certificate - Information Authorization
ST-119.5		Exemption Certificate for Hotel or Motel Occupancy by Veterans Organizations
ST-120		Resale Certificate
ST-120.1		Contractor Exempt Purchase Certificate
ST-121		Exempt Use Certificate
ST-121.1		Exemption Certificate for Tractors, Trailers, Semitrailers, or Omnibuses
ST-121.2		Exemption Certificate for Purchases of Promotional Materials
ST-121.3		Exemption Certificate for Computer System Hardware
ST-121.4		Textbook Exemption Certificate
ST-121.5		Exempt Use Certificate for Operators of Internet Data Centers (Web Hosting)
ST-121.9		Exempt Purchase Certificate for Certain Property and Services Used in Dramatic and Musical Arts Performances
ST-124		Certificate of Capital Improvement
ST-125		Farmer's and Commercial Horse Boarding Operator's Exemption Certificate
ST-126		Exemption Certificate for the Purchase of a Racehorse
ST-129		Exemption Certificate, Tax on occupancy of hotel or motel rooms
ST-130	430	Business Purchaser's Report of Sales and Use Tax
ST-131	431	Seller's Report of Sales Tax Due on a Casual Sale
ST-133		Certificate of Prepayment of Sales Tax on Cigarettes
ST-140	440	Individual Purchaser's Annual Report of Sales and Use Tax
ST-141	441	Individual Purchaser's Periodic Report of Sales and Use Tax
ST-220-CA		Contractor Certification to Covered Agency
ST-220-TD		Contractor Certification
ST-330	330	Sales Tax Record of Advance Payment
ST-340		Annual Report of Sales and Use Tax Exemptions Claimed by Agent/Project Operator of Industrial Development Agency/Authority (IDA)
ST-860		Exemption Certificate for Purchases Relating to Guide, Hearing and Service Dogs
ST-930		Certification of Tax Status of Information or Entertainment Services Provided Via Telephony or Telegraphy or Telephone or Telegraph Services

4. Employer forms (withholding, wage, and unemployment insurance [UI] reporting)

A. Submission requirements (in addition to the general information in section 2)

- Submissions of employment Forms NYS-1, NYS-45, NYS-45-ATT, and NYS-45-X require four samples of each form: **1** blank sample, **2** variable data samples, and **1** full field sample completely filling alpha fields with Xs and numeric fields with 9s. Identical samples must be sent to two different locations, as shown below.
- The two variable data samples must be different. The second sample should fill fields not populated on the first data sample. For example, one sample would show a preparer’s NYTPRIN, the other an exclusion code. One sample would show an overpayment, the other an amount due. Check marks should differ on each sample.
- Once your employer forms are approved, they do not have to be resubmitted unless they have been revised by you or the Tax Department.
- All reproduced employer forms must bear a department assigned, **two-digit print source code** embedded in the 1D barcode or form ID number – whichever is applicable to the specific form. Vendors who do not have a two-digit print source code must email a request to *TSS.WH.Forms.Review@tax.ny.gov* to obtain a number.

Note: Vendors who have not submitted forms for review in the past two years should contact the withholding team to verify that their print source code is still active.

- If you provide the **non-scannable Form IT-2104 series** (employee withholding allowance certificates) or Form TR-579-WT (e-file signature authorization) to your clients, you must include your two-digit print source code somewhere at the bottom of each page of the form(s), not in the margin, and submit the form(s) for approval. A blank sample submitted as a PDF file is sufficient. Do **not** send these forms to JPMorgan Chase.

B. Where to send substitute employment forms for approval

Scannable form submissions must be sent to both the Tax Department and JPMorgan Chase (JPMC), preferably in the same email. Each form should be submitted as **one single PDF file**.

Forms NYS-1, NYS-45, NYS-45-ATT, and NYS-45-X			
Send two identical packages: one to the Tax Department and one to JPMC			
Email to:	<i>TSS.WH.Forms.Review@tax.ny.gov</i> and Cc: <i>Form_Approval_Submissions@jpmchase.com</i>		
Or Mail via U.S. Mail to:	NYS TAX DEPARTMENT OPTS FORMS UNIT W A HARRIMAN CAMPUS ALBANY NY 12227-0865	and	JPMORGAN CHASE ATTN: FORMS REVIEW UNIT 33 LEWIS ROAD BINGHAMTON NY 13905
Or Send via private delivery service to:	NYS Tax Department OPTS Forms Unit 90 Cohoes Ave Green Island NY 12183	and	JPMorgan Chase ATTN: Forms Review Unit 33 Lewis Road Binghamton NY 13905

The following non-scannable form submissions must be sent to the Tax Department only.

Form TR-579-WT and Form IT-2104 series	Email PDFs to: <i>TSS.WH.Forms.Review@tax.ny.gov</i>
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C. Page specifications

- The official size of Forms NYS-45, NYS-45-ATT, and NYS-45-X is 8 ½" x 11".
- The official size of Form NYS-1, *Return of Tax Withheld*, is 8 ½" x 3 ⅔". **Taxpayer returns as well as vendor submissions, if printed, should be cut to size.**

D. Field formats, boxes, and blank fields for scannable forms

- Do not allow any punctuation, including dashes, in any ID, registration number, or date fields in the data-captured section of employment forms (before the signature area). Print the digits sequentially with no spaces or other characters. **Exceptions:** A dash in a nine-digit ZIP code is allowed, as is a dash in the EIN of Part E of Form NYS-45.
- **Unlike the official forms, do not reproduce check boxes.** Leave the area blank and put an X (not within a box) when that is the correct data. Software should print the X consistently in the same place where the box appears on the official version of the form; otherwise the area should remain an empty space.
- **Boxes** for dollars and cents are preferred, but not required.
- **Cent fields, hard-coded zeros, and decimal points**
 - If they are present on the official version, hard-coded zeros must be present on all substitute forms, including blank submission samples. Hard-coded decimal points are required on substitute forms where there are hard-coded zeros.
 - Otherwise, enter cents and a decimal point whenever a dollar value is present, even when rounding to whole dollars.
- **Commas and dollar signs** should **not** be used in monetary fields.
- **Blank fields** - leave variable data fields blank when there are no entries unless specifically instructed otherwise. Specific instructions may be detailed in the form instructions or included on the form.

E. Additional specifications for Forms NYS-45, NYS-45-ATT, and NYS-45-X

- On Form **NYS-45**, the unemployment insurance (UI) rate percentage (line 4) appears as one digit to the left of the decimal and three digits to the right of the decimal and is then multiplied by the value from line 3 and entered as a dollar amount on line 4. The re-employment service fund multiplication factor (line 5) appears as five digits to the right of the decimal and is multiplied by the value from line 3 and entered as a dollar amount on line 5.

Important note: The instructions in Part C that read: *If more than five employees or if reporting other wages, do not make entries in this section; complete Form NYS-45-ATT*, pertain to submission samples as well as taxpayer returns.

- Starting with the first quarter of 2019, employers must now report gross wages and tax withheld quarterly on Form NYS-45 or Form NYS-45-ATT columns, in d and e, if payments are made quarterly.

The amounts employers report are only applicable to amounts paid and withheld for the quarter they are reporting. The fourth quarter will no longer be a cumulative total for the year. The amounts employers report in the fourth quarter are only applicable to the amounts they paid and withheld in the fourth quarter. This change includes withholding on pension and annuity payments made throughout the year.

- On Form **NYS-45-X**, the UI rate percentage (line 4) appears as one digit to the left of the decimal and one digit to the right of the decimal. The re-employment service fund contribution from Form NYS-45, line 5, is not separated out, but is included in the total rate percentage on the amended return.

F. 8-digit 1D barcodes and 8-digit form ID numbers

All versions of New York State employment contribution and tax returns have a form number code to identify the form with scanning equipment. The form number code is represented in a 1D barcode on the quarterly forms, and in a form ID number on Form NYS-1. Barcodes or form ID numbers must be applied to all sample pages in the area where they appear on the official version of the form.

1. Barcode description and construction (for Forms NYS-45, NYS-45-ATT, and NYS-45-X)

The 1D barcode is industry standard interleaved 2 of 5. The barcode consists of eight digits:

- The first digit indicates the form type:
(4 = NYS-45; 5 = NYS-45-X; 6 = NYS-45-ATT).
- The second and third digits indicate the last two digits of the year the form was last revised.
- The fourth digit is a sequence number indicating the version of a form for a particular year from a particular print source. (Each time a form is revised during the same year, the version digit is increased by one.)
- The fifth and sixth digits indicate the print source. Every vendor is assigned, by the Tax Department, their own unique print source code for employment forms. To request a source code, send an email to: TSS.WH.Forms.Review@tax.ny.gov.
- The seventh digit is a 1 or 2 indicating the front (1) or back (2) of the form.
- The eighth digit is a check digit computed from the first seven digits (see the check digit calculation below).

Construction - the barcode may be constructed either graphically as a string of ASCII box characters or scanned onto the form as a bit map (digital image).

Barcode height must be between .25" and .375" (the official form barcodes are .25" tall)

Spaces and bars should be constructed at a 2:1 ratio.

Barcode elements are a: 1-point bar, 1-point space, 2-point bar, and 2-point space

The barcode must be applied to the form in the area where it appears on the official version of the form. The numeric translation of the barcode must be printed beneath the barcode.

Example:



2. 8-digit form ID description and construction (for Form NYS-1)

The form ID number for Form NYS-1 is eight digits printed in OCR-A font at 10 characters per inch (non-bold).

- The first digit indicates the form type (1 = NYS-1).
- The second and third digits indicate the last two digits of the year.
- The fourth digit is a sequence number indicating the DTF version of a form for a particular year. (Each time a form is revised during the same year, the version digit is increased by one.)
- The fifth and sixth digits indicate the print source. Every vendor is assigned their own unique print source code. To request a source code, send an email to: TSS.WH.Forms.Review@tax.ny.gov
- The seventh digit is a 1 indicating the front of the form. (There is no form ID on the back page.)
- The eighth digit is a check digit computed from the first seven digits (see the check digit calculation below).

The form ID number must be between 1/4" and 1/2" from the bottom of the form and the last digit must be 1/2" from the right edge of the form.

G. Check digit calculations

1. 1D barcode and form ID check digit (in the eighth position, based on the first seven digits)

- 1) From right to left, add the digits in the odd positions.
- 2) Multiply this sum by 3.
- 3) From right to left, add the digits in the even positions.
- 4) Add this sum to the product of step 2.
- 5) The modulo-10 check digit is the smallest number that when added to the sum of Step 4 produces a multiple of 10.

Example 1: 5062971 = sample barcode number before check digit

- 1) Sum of odd positions: $1 + 9 + 6 + 5 = 21$
- 2) Multiply: $21 \times 3 = 63$
- 3) Sum of even positions: $7 + 2 + 0 = 9$
- 4) Add: $63 + 9 = 72$
- 5) $72 + 8 = 80$ (check digit = 8)

Complete barcode **with check digit = 50629718**

Example 2: 1081351 = sample form ID number before check digit (Form NYS-1)

- 1) Sum of odd positions: $1 + 3 + 8 + 1 = 13$
- 2) Multiply: $13 \times 3 = 39$
- 3) Sum of even positions: $5 + 1 + 0 = 6$
- 4) Add: $39 + 6 = 45$
- 5) $45 + 5 = 50$ (check digit = 5)

Complete form ID number **with check digit = 10813515**

2. UI employer registration number check digit (Forms NYS-45 and NYS-45-X)

- Your software must compute a check digit for the employer registration number. The check digit is used to verify the seven-digit UI employer registration number to avoid posting information to the wrong account.
- Compute the check digit by adding the digits in the odd number positions and multiplying the sum by two. The product is then added to the sum of the digits in the even number positions.
- The digit in the units (rightmost) position of the sum is the UI employer registration number check digit.
- The check digit must appear following a seven-character number **and 2 spaces**. Do not print slashes and/or dashes between the number and the check digit.

Example:

UI employer registration number	4351689
Sum of odd positions	4+5+6+9 = 24
Multiply by two	48
Sum of even positions	3+1+8 = 12
UI employer registration number check digit	48 + 12 = 60
UI employer registration number with check digit	4351689 0

3. Withholding identification number check digit (Forms NYS-1, NYS-45, NYS-45-X, and NYS-45-ATT)

- The withholding identification number is the same as the company EIN. Your software **must** compute a check digit for the withholding identification (ID) number. The check digit is used to verify the nine-character, alphanumeric, withholding ID number and two-digit branch code/suffix, and to avoid posting information to the wrong account. The method of check digit computation described below is 100% effective in preventing transcription and transposition errors and at least 97% effective in preventing random errors.
- Compute the check digit using the nine-character ID number (including NY and TF numbers) and 2-character branch code/suffix. Equate alpha characters to numeric values (see the *Alpha character/numeric value chart* on the next page). If there is no branch code, **a nine-character ID should be zero filled in character positions 10 and 11** for check digit computation purposes. If the branch code is a single digit, add a preceding zero; e.g., 01 or 07 instead of 1 or 7.
- Multiply each of the 11-character positions by an assigned weight of 1 through 11. Add the products of each multiplication and divide the result by nine. Subtract the remainder from 9; the difference is the check digit. Blank spaces equate to zero (0).

Example 1: ID number without branch code/suffix 255768432

2	5	5	7	6	8	4	3	2	0	0	
<u>x 1</u>	<u>x 2</u>	<u>x 3</u>	<u>x 4</u>	<u>x 5</u>	<u>x 6</u>	<u>x 7</u>	<u>x 8</u>	<u>x 9</u>	<u>x 10</u>	<u>x 11</u>	
2 +	10 +	15 +	28 +	30 +	48 +	28 +	24 +	18 +	0 +	0 =	203

Account number weight = 203. 203 ÷ 9 = 22 with remainder of 5. 9 – 5 = 4. **Check digit = 4**

Example 2: ID number with branch code/suffix 16043176414

1	6	0	4	3	1	7	6	4	1	4		
<u>x1</u>	<u>x2</u>	<u>x3</u>	<u>x4</u>	<u>x5</u>	<u>x6</u>	<u>x7</u>	<u>x8</u>	<u>x9</u>	<u>x10</u>	<u>x11</u>		
1 +	12 +	0 +	16 +	15 +	6 +	49 +	48 +	36 +	10 +	44 =	237	

Account number weight = 237. $237 \div 9 = 26$ with remainder of 3. $9 - 3 = 6$. **Check digit = 6**

Example 3: ID number with alpha prefix TF0479614

29	15	0	4	7	9	6	1	4	0	0		
<u>x1</u>	<u>x2</u>	<u>x3</u>	<u>x4</u>	<u>x5</u>	<u>x6</u>	<u>x7</u>	<u>x8</u>	<u>x9</u>	<u>x10</u>	<u>x11</u>		
29 +	30 +	0 +	16 +	35 +	54 +	42 +	8 +	36 +	0 +	0 =	250	

Account number weight = 250. $250 \div 9 = 27$ with remainder of 7. $9 - 7 = 2$. **Check digit = 2**

Alpha character / numeric value chart			
A = 10	H = 17	O = 24	V = 31
B = 11	I = 18	P = 25	W = 32
C = 12	J = 19	Q = 26	X = 33
D = 13	K = 20	R = 27	Y = 34
E = 14	L = 21	S = 28	Z = 35
F = 15	M = 22	T = 29	Blank space = 0
G = 16	N = 23	U = 30	

H. Mailing addresses for employer forms

For those **employers** who do not e-file or Web File, the following addresses must be used to submit their forms:

Forms	Mailing address	Private delivery service address*
NYS-1 (non-PromptTax filers)	NYS TAX DEPARTMENT PROCESSING UNIT PO BOX 4111 BINGHAMTON NY 13902-4111	JPMorgan Chase NYS Tax Processing – NYS-1 33 Lewis Road Binghamton NY 13905-1040
NYS-1 PromptTax filers	PROMPTAX NYS TAX DEPARTMENT PO BOX 4131 BINGHAMTON NY 13902-4131	JPMorgan Chase NYS Tax Processing – NYS-45 33 Lewis Road Binghamton NY 13905-1040
NYS-45 NYS-45-ATT NYS-45-X	NYS EMPLOYMENT CONTRIBUTIONS & TAXES PO BOX 4119 BINGHAMTON NY 13902-4119	JPMorgan Chase NYS Tax Processing – NYS-45-X 33 Lewis Road Binghamton NY 13905-1040

* If **employers** are not sending forms by U.S. Mail, they should see Publication 55, *Designated Private Delivery Services*.

5. Employer form for metropolitan commuter transportation mobility tax (MCTMT)

This section pertains to Form MTA-305, *Employer's Quarterly Metropolitan Commuter Transportation Mobility Tax Return*, which is used by employers. For individual taxpayers, MCTMT is reported on various income tax forms; see Publication 75, *Specifications for Reproduction of New York State Scannable and Non-scannable Income Tax Forms and 2D Barcodes*.

A. Submission requirements (in addition to the general information in section 2)

- Submissions of Form MTA-305 require four samples: 1 blank sample, 2 variable data samples, and 1 full field sample filling alpha fields with Xs and numeric fields with 9s. You must send identical sets to two different locations, as shown below.
- The two variable data samples must be different. The second sample should fill fields not populated on the first data sample. For example, one sample could show a paid preparer's NYTPRIN, the other an exclusion code. One sample would show an overpayment, the other an amount due. One would show a Yonkers amount, the other a New York City amount. Checkmarks should differ on each sample. One data sample could show a third-party designee, and the other not.
- The form ID number must be applied to all sample pages in the area where it appears on the official version of the form.
- Once your Form MTA-305 is approved, you do not have to resubmit it unless it has been revised by you or the Tax Department.

B. Where to send substitute Form MTA-305 for approval

Form submissions must be sent to both the Tax Department and JPMorgan Chase (JPMC), preferably in the same email. Each form should be submitted as **one** four-page PDF file.

Email to: <i>TSS.MCTMT.Forms.Review@tax.ny.gov</i> and Cc: <i>Form_Approval_Submissions@jpmchase.com</i>		
or		
Send via U.S. Mail to: NYS TAX DEPARTMENT OPTS FORMS UNIT W A HARRIMAN CAMPUS ALBANY NY 12227-0865	and	JPMORGAN CHASE ATTN: FORMS REVIEW UNIT 33 LEWIS ROAD BINGHAMTON NY 13905
or		
Send via private delivery service to: NYS Tax Department OPTS Forms Unit 90 Cohoes Ave Green Island NY 12183	and	JPMorgan Chase ATTN: Forms Review Unit 33 Lewis Road Binghamton NY 13905

C. Field formats, boxes, and blank fields

- Do not allow any punctuation, including dashes, in the EIN or date field in the data-captured section of Form MTA-305 (above the signature area). Print the digits sequentially with no spaces or other characters.
- Periods must be placed after each line number in the variable data area as they are on the official form.
- Check boxes must be reproduced or, preferably, replaced with a horizontal line along the bottom of the data area.
- Rectangular boxes, including amount fields, must be reproduced or, preferably, replaced with a horizontal line along the bottom of the data area.
- Separate fields for dollars and cents must be reproduced.
- Hard-coded decimal points are required between the dollar and cents fields.
- Cents entries are required whenever a dollar value is present, even when rounding to whole dollars.
- **Commas must be used** as thousand separators for dollar amounts.
- Blank fields - variable data fields must be left blank when there is no taxpayer entry unless specifically instructed otherwise. Specific instructions may be detailed in the form instructions or included on the form.

D. 10-digit form ID number

The Form MTA-305 form ID number comprises 10 digits:

- the first three digits indicate the form number code (012)
- the fourth digit identifies the page number (1)
- the fifth and sixth digits indicate the last two digits of the revision year
- the last four digits indicate the source, which is your NACTP-assigned four-digit company code

The form ID must:

- be printed in OCR-A font at 10 characters per inch (non-bold)
- begin 8/16" (0.5") from the left edge of the paper and 8/16" (0.5") from the bottom edge of the paper
- have minimum 3/8" clearance above and to the right (of the form ID)

E. Mailing address for MCTMT employer return (Form MTA-305)

For those **taxpayers** who do not e-file or Web File, the following addresses must be used to submit their forms:

MCTMT PROCESSING CENTER
PO BOX 4139
BINGHAMTON NY 13902-4139

If not using U.S. Mail, **taxpayers** should send Form MTA-305 to:

JPMorgan Chase
MCTMT Processing
33 Lewis Road
Binghamton NY 13905-1040

When not sending forms by U.S. Mail, **taxpayers** should see Publication 55, *Designated Private Delivery Services*.

6. Miscellaneous tax forms

Certain miscellaneous tax forms may be reproduced by software vendors. Examples include forms for:

- fuel tax
- petroleum business tax
- estate tax
- international fuel tax association (IFTA)
- highway use tax (HUT)
- real estate transfer tax

Specific miscellaneous tax forms that may also be reproduced are:

- Form POA-1, *Power of Attorney*
- Form WCS-2-PRE, *Prepaid Wireless Communications Surcharge Return*
- Form TR-2000, *E-ZRep*

Once approved, you do not need to resubmit miscellaneous tax forms unless you or the Tax Department make a change.

Some miscellaneous tax forms are expected to have a 1D barcode added during the coming year. Publication 63 will be updated if submission requirements change.

Most regularly revised (e.g., monthly or quarterly) final fuel and petroleum tax forms can be found on the Forms Bulletin Board for Practitioners (under the *FINAL FORMS* tab) in advance of their posting to the public website.

Other forms can be found on our public website at: www.tax.ny.gov/forms/more_tax_types.htm

Form updates between official revisions are posted at: www.tax.ny.gov/forms/corrections_changes.htm

You should check these websites regularly for newly posted forms, revisions to forms, and revisions to this publication as it is your responsibility to ensure that your forms and software are updated with all the changes made by the Tax Department.



Some NYS tax forms may **not** be reproduced by software companies including forms used by our Civil Enforcement Division such as Forms DTF-4, DTF-4.1, and DTF-5.

If you have questions or are unsure whether a specific form may be reproduced, inquire to the email address below.

A. Submission requirements (in addition to the general information in section 2)

- Miscellaneous tax form submissions require **one blank sample only**.
- Barcodes or form ID numbers, if any, must be applied to all pages in the area where they appear on the official version of the form; use your NACTP code as the last four digits. For non-scannable forms, your NACTP code must appear somewhere at the bottom of each page of the form, but not in the margin (generally 1/2"). See section 2E if you purchase other developer's forms.
- The reproduction must be **substantially identical** to the current official version including field size and placement, margins, fixed text fonts, hard-coded values, data entry symbols (bullets), and the NYS map logo™.

B. Specific form details

1. Form POA-1, *Power of Attorney*

- **Taxpayers** should send their Forms POA-1 to the *POA Central* address, not with any tax return. To see where taxpayers should fax or mail power of attorney forms, visit www.tax.ny.gov/poa/.
- Date fields should not contain slashes.
- Barcode digit positions are assigned as follows:
 - 1 - 3 Form ID = 029
 - 4 Zero (but could be used for a page number over 99)
 - 5 - 6 Page number with leading zero for pages below 10 (e.g., 01 for page 1)
 - 7 - 8 Two-digit month of the revision date on the form
 - 9 - 10 Last two digits of the year of the revision date on the form
 - 11 - 14 Source code (NACTP code or DTF version)
- Once your Form POA-1 is approved, it is valid for all your products. Once filed, a taxpayer's Form POA-1 is valid for all tax types, except Estate Tax, which requires Form ET-14, *Estate Tax Power of Attorney*.

2. Form WCS-2-PRE, *Prepaid Wireless Communications Surcharge Return*

- WCS-2-PRE is filed quarterly; filers are subject to the e-file mandate.
- The header, revision date and 1D barcode on Form WCS-2-PRE will change quarterly. You must update your form each quarter. You are only required to submit Form WCS-2-PRE for approval when you first reproduce it, and once a year thereafter, during the first quarter of the tax year (March 1 through May 31).
- Barcode digit positions are assigned as follows:
 - 1 - 3 Form ID = 429
 - 4 Zero (but could be used for a page number over 99)
 - 5 - 6 Page number with leading zero for pages below 10 (e.g., 01 for page 1)
 - 7 - 8 Two-digit month of the liability period ending date
 - 9 - 10 Last two digits of the liability period ending date year
 - 11 - 14 Source code (NACTP code or DTF version)

C. Where to send substitute miscellaneous tax forms for approval

Send miscellaneous form submissions to the Tax Department only, preferably by email. You must submit each form as one PDF file.

Email to: TSS.Misc.Forms.Review@tax.ny.gov

or send via U.S. Mail to:

NYS TAX DEPARTMENT
OPTS FORMS UNIT
W A HARRIMAN CAMPUS
ALBANY NY 12227-0865

or send via private delivery service to:

NYS Tax Department
OPTS Forms Unit
90 Cohoes Ave
Green Island NY 12183

Estate tax:

For Forms ET-14, ET-117, and ET-415, use the submission addresses above (send one blank sample).

For Forms ET-30, ET-85, ET-90, ET-130, ET-133, ET-300, and ET-706, email one blank sample to TSS.PIT.Forms.Review@tax.ny.gov for approval. Follow test code 3 submission requirements in Publication 75, section A6. Name your attachment: *PKG 9999_form ET-999_bk.pdf* where 9999 is your NACTP code, 999 is the form number, and *bk* indicates a blank.

Note: Barcodes may be added to estate tax forms in the future. Approval requirements could change.