

State Of Rhode Island – Division Of Taxation

Regulation FR 03-01

Forms Reproduction

This regulation sets forth the guidelines to companies/individuals who wish to use/create other than original Rhode Island tax forms.

1. Types of Substitute Forms:
 - A. *Photocopied* - RI forms may be photocopied without prior approval of Division of Taxation provided that there is no variation from the original form, including but not limited to, reduction and enlargement of the form.
 - B. *Computer Generated* - Computer generated are forms that are recreated in their entirety by a computer, including layout. These forms must be exact facsimiles of the original forms created by the Division of Taxation. Computer generated forms must have prior approval from RI Division of Taxation before they will be accepted for processing.
2. General Information: The following general information applies to all reproduced or computer generated forms. All forms must:
 - A. Be a facsimile of the original form;
 - B. Be on paper of substantially the same weight and texture, and of quality at least as good as that used for the original form;
 - C. Be of the same size as the original form, both as to the overall dimensions of the paper and image reproduced;
 - D. Have a high standard of legibility, both as to the original form and to the filled in data;
 - E. For computer generated *coupon size tax returns*, forms must meet all specifications as required by the RI Division of Taxation. Specifications may be downloaded from the division web site www.tax.state.ri.us under software developers; and
 - F. Any software developer/provider marketing tax return preparation software must utilize 2D bar coding technology in the final printed version of the completed tax form or support electronic filing. The specific tax forms and file layouts are listed on the division web site www.tax.state.ri.us under software developers.

The Tax Administrator may return any form received by the Division of Taxation processing section which does not meet the specifications listed above.

3. Approval of Computer Generated Forms:

- A. Prior to distribution to your users/customers, the final version of all computer generated forms must be approved by RI Division of Taxation. Submit the final version only for approval to:

RI Division of Taxation
Attn: Processing Sections – Forms Approval
One Capitol Hill
Providence, RI 02908

R. GARY CLARK
TAX ADMINISTRATOR

EFFECTIVE: JANUARY 1, 2003

THIS REGULATION AMENDS AND SUPERCEDES EMERGENCY REGULATION RE:
FORMS REPRODUCTION PROMULGATED SEPTEMBER 20, 2002.