



Department of  
Taxation

# Scan Specifications for the 2011 Ohio SD 100

## Important Note

The following document (**2011 SD 100**) contains grids for placement of information on this specific tax form. To accurately print, do not reduce the size, rotate or center this document. Doing so will jeopardize the integrity of the grid. When printing from Adobe Reader, please select "None" for "Page Scaling," which is under "Page Handling."

Ohio Department of Taxation  
4485 Northland Ridge Blvd.  
Columbus, OH 43229  
[tax.ohio.gov](http://tax.ohio.gov)



Department of  
Taxation

# Grid layout with notations

Please do not use staples.



Department of Taxation



11020110

Taxable year beginning in

2011

SD 100 School District Income Tax Return Rev. 9/11

Please use only black ink.

File a separate Ohio form SD 100 for each taxing school district in which you lived during the taxable year.

Enter school district # for this return (see pages SD 7- 8).

Taxpayer Social Security no. (required)

If deceased

If deceased

888 88 8888

Placement of the 1D bar code and tax year is critical. Make sure to follow the grid positions for layout. Do not forget to get your bar code(s) assignments for every form, version and page.

X

SD# 8888

Use UPPERCASE letters.

Your first name

JOHNXXXXXXXXXXXX

Spouse's first name (only if married filing jointly)

M.I.

Last name

JANEXXXXXXXXXXXXX

Q

PUBLICXXXXXXXXXXXX

Mailing address (for faster processing, use a street address)

8888 CHERRY LANEXXXXXXXXXXXXXXXXXXXXX

City

State

ZIP code

County (first four letters)

COLUMBUSXXXXXXXXXXXX

OH

88888

FRAN

Home address (if different from mailing address) - please do NOT show city or state

ZIP code

County (first four letters)

8888 BERRY AVEXXXXXXXXXXXXX

88888

PICK

Foreign country (please provide this information if your mailing address is outside the U.S.)

Foreign postal code

JAPANXXXXXXXXXXXX

8888888

School District

This is where you place the 2D bar code. File a separate Ohio form SD 100 for each taxing school district in which you lived during the taxable year.

Check applicable box for spouse (only if married filing jointly)

This text must be deleted when doing the 2D version. Please follow grid layout for location of your 2D barcode.

Check applicable box for spouse (only if married filing jointly)

X Full-year resident

Nonresident of SD# above

X Full-year resident

X Part-year resident of SD# above

X Full-year nonresident of SD# above

Enter date of nonresidency 8/8/88 to 8/8/88

Enter date of nonresidency 8/8/88 to 8/8/88

Filing Status - Check one (must match Ohio income tax return):

X Single or head of household or qualifying widow(er)

X Married filing jointly

X Married filing separately

(enter spouse's SS#)

888 88 8888

Please do not use staples, tape or glue. Place your W-2(s), check (payable to School District Income Tax) and Ohio form SD 40P on top of your return. Include forms W-2G and 1099-R if tax was withheld. Place any other supporting documents or statements after the last page of your return.

Go paperless. It's FREE! Visit tax.ohio.gov to try Ohio I-File.

Most electronic filers receive their refunds in 5-7 business days by direct deposit!

INCOME INFORMATION

1. Traditional tax base school district filer. Enter on this line your Ohio taxable income reported on line 5 of Ohio form IT 1040

1. 888 888 888 00

Earned income only tax base school district filer. Enter on page 2 of this return and then enter on page 2, line 22 of this return.

For static text use Arial font (black ink) and try to match size. For data entry fields (shown in red for identification purposes only), use Courier font (black ink). All the data entry fields must follow grid layout. When a field reflects a negative amount, make sure there is one space between the amount and the negative sign. Never hard code a negative sign.

2. The amount of Ohio taxable income, if a filer of the traditional tax base school district.

2. 888 888 888 00

3. Spouse's earned income. The three target marks or registration marks must measure .2" X .2". The three target marks or registration marks on every page must follow grid layout.

3. 888 888 888 00

If you have a federal extension of time to file, please include a copy or the confirmation number of the extension.

Payment Enclosed - Mail to: School District Income Tax P.O. Box 182389 Columbus, OH 43218-2389



Department of Taxation



Taxable year beginning in

2011

SD 100 School District Income Tax Return Rev. 9/11

SS# 888 88 8888

11020210

SD# 8888

Table with 3 columns: Line number, Description, and Amount. Includes lines 3a through 18 with various tax calculations and a final refund amount of 888 888 888 00.

If your refund is less than \$1.01, no refund will be issued. If you owe less than \$1.01, no payment is necessary.

SCHEDULE A - EARNED INCOME ONLY TAX BASE SCHOOL DISTRICT AMOUNTS (See page SD 6 of the instructions.)

Complete this schedule only if you entered an earned income only tax base school district number in the upper right-hand corner on page 1 of this return.

Table with 3 columns: Line number, Description, and Amount. Includes lines 19 through 22 for earned income amounts.

SIGN HERE (required) - See page 1 of this return for mailing info.

I have read this return. Under penalties of perjury, I declare that the information shown on this return is true and correct to the best of my knowledge and belief, the return and all enclosures are true, correct and complete.

Please follow grid layout for the information circled to the right.

For Department Use Only

Signature and contact information fields including: Your signature, Date, Spouse's signature, Phone number (optional), Preparer's name, Phone number, and authorization checkboxes for Yes/No.



Department of  
Taxation

# Grid layout

Please do not use staples.



Department of Taxation



11020110

Taxable year beginning in

2011

SD 100 School District Income Tax Return Rev. 9/11

Please use only black ink.

File a separate Ohio form SD 100 for each taxing school district in which you lived during the taxable year.

Enter school district # for this return (see pages SD 7-8).

Taxpayer Social Security no. (required) If deceased Spouse's Social Security no. (only if joint return) If deceased

888 88 8888

X

888 88 8888

X

SD# 8888

Use UPPERCASE letters.

check box

check box

Your first name

M.I.

Last name

JOHNXXXXXXXXXXXX

Q

PUBLICXXXXXXXXXXXX

Spouse's first name (only if married filing jointly)

M.I.

Last name

JANEXXXXXXXXXXXXX

Q

PUBLICXXXXXXXXXXXX

Mailing address (for faster processing, use a street address)

8888 CHERRY LANEXXXXXXXXXXXXXXXXXXXXX

City

State

ZIP code

County (first four letters)

COLUMBUSXXXXXXXXXXXX

OH

88888

FRAN

Home address (if different from mailing address) - please do NOT show city or state

ZIP code

County (first four letters)

8888 BERRY AVEXXXXXXXXXXXXX

88888

PICK

Foreign country (please provide this information if your mailing address is outside the U.S.)

Foreign postal code

JAPANXXXXXXXXXXXXXXXX

8888888

School District Residency - File a separate Ohio form SD 100 for each taxing school district in which you lived during the taxable year.

Check applicable box

Check applicable box for spouse (only if married filing jointly)

X Full-year resident

X Part-year resident of SD# above

X Full-year nonresident of SD# above

X Full-year resident

X Part-year resident of SD# above

X Full-year nonresident of SD# above

Enter date of nonresidency 88/88/88 to 88/88/88

Enter date of nonresidency 88/88/88 to 88/88/88

Filing Status - Check one (must match Ohio income tax return):

X Single or head of household or qualifying widow(er)

X Married filing jointly

X Married filing separately

(enter spouse's SS#)

888 88 8888

Please do not use staples, tape or glue. Place your W-2(s), check (payable to School District Income Tax) and Ohio form SD 40P on top of your return. Include forms W-2G and 1099-R if tax was withheld. Place any other supporting documents or statements after the last page of your return.

Tax Type - Check one (for an explanation, see page SD 4 of the instructions)

Go paperless. It's FREE! Visit tax.ohio.gov to try Ohio I-File.

I am filing this return because during the taxable year I lived in a(n):

X Traditional tax base school district. You must start with line 1 below.

X Earned income only tax base school district. You must start with Schedule A, line 19 on page 2 of this return.

Most electronic filers receive their refunds in 5-7 business days by direct deposit!

INCOME INFORMATION

1. Traditional tax base school district filer. Enter on this line your Ohio taxable income reported on line 5 of Ohio form IT 1040 or IT 1040EZ.

1. 888 888 888 00

Earned income only tax base school district filer. Complete Schedule A on page 2 of this return and then enter on this line the amount you show on page 2, line 22 of this return.

2. The amount of Ohio taxable income, if any, you earned while not a resident of the traditional tax base school district whose number you entered above.

Earned income only tax base school district filers must leave this line blank..... 2.

888 888 888 00

3. School district taxable income (line 1 minus line 2; enter -0- if less than zero)..... 3.

888 888 888 00

NO Payment Enclosed - Mail to: School District Income Tax P.O. Box 182197 Columbus, OH 43218-2197

If you have a federal extension of time to file, please include a copy or the confirmation number of the extension.

Payment Enclosed - Mail to: School District Income Tax P.O. Box 182389 Columbus, OH 43218-2389



Department of Taxation



Taxable year beginning in

2011

SD 100 School District Income Tax Return Rev. 9/11

SS# 888 88 8888

11020210

SD# 8888

Table with 4 columns: Line number, Description, and Amount. Includes lines 3a through 18 with amounts like 888 888 888 00.

If your refund is less than \$1.01, no refund will be issued. If you owe less than \$1.01, no payment is necessary.

SCHEDULE A - EARNED INCOME ONLY TAX BASE SCHOOL DISTRICT AMOUNTS (See page SD 6 of the instructions.)

Complete this schedule only if you entered an earned income only tax base school district number in the upper right-hand corner on page 1 of this return.

Table with 4 columns: Line number, Description, and Amount. Includes lines 19 through 22 with amounts like 888 888 888 00.

SIGN HERE (required) - See page 1 of this return for mailing information.

I have read this return. Under penalties of perjury, I declare that, to the best of my knowledge and belief, the return and all enclosures are true, correct and complete.

For Department Use Only

Signature and information fields: Your signature, Date, Spouse's signature, Phone number, Preparer's name, Phone number, and authorization checkbox.



Department of  
Taxation

**Document without  
grid layout**



Taxable year beginning in

**2011**

Please use only black ink.

File a separate Ohio form SD 100 for each taxing school district in which you lived during the taxable year.

Enter school district # for this return (see pages SD 7- 8).

Taxpayer Social Security no. (required) ▶▶ If deceased Spouse's Social Security no. (only if joint return) ▶▶ If deceased

888 88 8888

X

888 88 8888

X

SD# ▶▶ 8888

Use UPPERCASE letters.

check box

check box

Your first name

M.I.

Last name

JOHNXXXXXXXXXXXX

Q

PUBLICXXXXXXXXXXXX

Spouse's first name (only if married filing jointly)

M.I.

Last name

JANXXXXXXXXXXXX

Q

PUBLICXXXXXXXXXXXX

Mailing address (for faster processing, use a street address)

8888 CHERRY LANEXXXXXXXXXXXXXXXXXXXXX

City

State

ZIP code

County (first four letters)

COLUMBUSXXXXXXXXXXXX

OH

88888

FRAN

Home address (if different from mailing address) – please do **NOT** show city or state

ZIP code

County (first four letters)

8888 BERRY AVEXXXXXXXXXXXXX

88888

PICK

Foreign country (please provide this information if your mailing address is outside the U.S.)

Foreign postal code

JAPANXXXXXXXXXXXXXXXX

8888888

**School District Residency** – File a separate Ohio form SD 100 for each taxing school district in which you lived during the taxable year.

Check applicable box

Check applicable box for spouse (only if married filing jointly)

Full-year resident  Part-year resident of SD# above  Full-year nonresident of SD# above

Full-year resident  Part-year resident of SD# above  Full-year nonresident of SD# above

Enter date of nonresidency 88/88/88 to 88/88/88

Enter date of nonresidency 88/88/88 to 88/88/88

**Filing Status** – Check one (must match Ohio income tax return):

Single or head of household or qualifying widow(er)

Married filing jointly

Married filing separately (enter spouse's SS#) ▶▶ 888 88 8888

**Please do not use staples, tape or glue. Place your W-2(s), check (payable to School District Income Tax) and Ohio form SD 40P on top of your return. Include forms W-2G and 1099-R if tax was withheld. Place any other supporting documents or statements after the last page of your return.**

**Tax Type** – Check one (for an explanation, see page SD 4 of the instructions)

**Go paperless. It's FREE!**  
 Visit [tax.ohio.gov](http://tax.ohio.gov)  
 to try Ohio I-File.

I am filing this return because during the taxable year I lived in a(n):

- Traditional tax base school district.** You must start with line 1 below.
- Earned income only tax base school district.** You must start with Schedule A, line 19 on page 2 of this return.

**Most electronic filers receive their refunds in 5-7 business days by direct deposit!**

**INCOME INFORMATION**

1. **Traditional tax base school district filer.** Enter on this line your Ohio taxable income reported on line 5 of Ohio form IT 1040 or IT 1040EZ.

**Earned income only tax base school district filer.** Complete Schedule A on page 2 of this return and then enter on this line the amount you show on page 2, line 22 of this return.



1. 888 888 888 00

2. The amount of Ohio taxable income, if any, you earned while **not** a resident of the traditional tax base school district whose number you entered above.

**Earned income only tax base school district filers must leave this line blank**..... 2.

888 888 888 00

3. School district taxable income (line 1 minus line 2; enter -0- if less than zero)..... 3.

888 888 888 00

**NO Payment Enclosed – Mail to:**  
 School District Income Tax  
 P.O. Box 182197  
 Columbus, OH 43218-2197

**If you have a federal extension of time to file, please include a copy or the confirmation number of the extension.**

**Payment Enclosed – Mail to:**  
 School District Income Tax  
 P.O. Box 182389  
 Columbus, OH 43218-2389



Department of Taxation



Taxable year beginning in

2011

SD 100 School District Income Tax Return Rev. 9/11

SS# 888 88 8888

SD# 8888

Table with 4 columns: Line number, Description, and 4-digit amount. Includes lines 3a through 18 with various tax calculations and a final refund amount of 888 888 888 00.

If your refund is less than \$1.01, no refund will be issued. If you owe less than \$1.01, no payment is necessary.

SCHEDULE A – EARNED INCOME ONLY TAX BASE SCHOOL DISTRICT AMOUNTS (See page SD 6 of the instructions.)

Complete this schedule only if you entered an earned income only tax base school district number in the upper right-hand corner on page 1 of this return.

Table with 4 columns: Line number, Description, and 4-digit amount. Includes lines 19 through 22 for earned income amounts.

SIGN HERE (required) – See page 1 of this return for mailing information.

I have read this return. Under penalties of perjury, I declare that, to the best of my knowledge and belief, the return and all enclosures are true, correct and complete.

For Department Use Only

Signature and information fields: Your signature, Date, Spouse's signature, Phone number (optional), Preparer's name, Phone number, and authorization checkboxes for Yes/No.

Department use fields: A dashed line for a signature and a Code field.



Department of  
Taxation

**Blank  
document**



**2011**

Please use only black ink.

File a separate Ohio form SD 100 for each taxing school district in which you lived during the taxable year.

Enter school district # for this return (see pages SD 7- 8).

Taxpayer Social Security no. (required)   ▶▶ If deceased   Spouse's Social Security no. (only if joint return)   ▶▶ If deceased

**SD#** ▶▶

**Use UPPERCASE letters.**

check box

check box

Your first name

M.I.

Last name

Spouse's first name (only if married filing jointly)

M.I.

Last name

Mailing address (for faster processing, use a street address)

City

State

ZIP code

County (first four letters)

Home address (if different from mailing address) – please do **NOT** show city or state

ZIP code

County (first four letters)

Foreign country (please provide this information if your mailing address is outside the U.S.)

Foreign postal code

**School District Residency** – File a separate Ohio form SD 100 for each taxing school district in which you lived during the taxable year.

Check applicable box

Check applicable box for spouse (only if married filing jointly)

Full-year resident

Part-year resident of SD# above

Full-year nonresident of SD# above

Full-year resident

Part-year resident of SD# above

Full-year nonresident of SD# above

Enter date of nonresidency

to

Enter date of nonresidency

to

**Filing Status** – Check one (must match Ohio income tax return):

Single or head of household or qualifying widow(er)

Married filing jointly

Married filing separately (enter spouse's SS#)   ▶▶

**Please do not use staples, tape or glue. Place your W-2(s), check (payable to School District Income Tax) and Ohio form SD 40P on top of your return. Include forms W-2G and 1099-R if tax was withheld. Place any other supporting documents or statements after the last page of your return.**

**Tax Type** – Check one (for an explanation, see page SD 4 of the instructions)

I am filing this return because during the taxable year I lived in a(n):

**Traditional tax base school district.** You must start with line 1 below.

**Earned income only tax base school district.** You must start with Schedule A, line 19 on page 2 of this return.

**Go paperless. It's FREE!**  
**Visit [tax.ohio.gov](http://tax.ohio.gov)**  
**to try Ohio I-File.**

**Most electronic filers receive their refunds in 5-7 business days by direct deposit!**

**INCOME INFORMATION**

1. **Traditional tax base school district filer.** Enter on this line your Ohio taxable income reported on line 5 of Ohio form IT 1040 or IT 1040EZ.

**Earned income only tax base school district filer.** Complete Schedule A on page 2 of this return and then enter on this line the amount you show on page 2, line 22 of this return.



1.

2. The amount of Ohio taxable income, if any, you earned while **not** a resident of the traditional tax base school district whose number you entered above.

**Earned income only tax base school district filers must leave this line blank**..... 2.

3. School district taxable income (line 1 minus line 2; enter -0- if less than zero)..... 3.

**NO Payment Enclosed – Mail to:**

School District Income Tax  
P.O. Box 182197  
Columbus, OH 43218-2197

**If you have a federal extension of time to file, please include a copy or the confirmation number of the extension.**

**Payment Enclosed – Mail to:**

School District Income Tax  
P.O. Box 182389  
Columbus, OH 43218-2389



SS#

SD#

- 3a. Amount from line 3, page 1 ..... 3a.
  - 4. School district tax rate (use the applicable decimal rate from pages SD 7-8 of the instructions) times line 3a ..... 4.
  - 5. Senior citizen credit (you must be 65 or older to claim this credit; **limit \$50 per return**). ..... 5.
  - 6. Total due (line 4 minus line 5; enter -0- if less than zero) ..... 6.
  - 7. Interest penalty on underpayment of estimated tax. Enclose Ohio form IT/SD 2210 and the appropriate worksheet if you annualize ..... 7.
  - 8. Total due plus IT/SD 2210 interest penalty (add lines 6 and 7) ..... **TOTAL TAX** ▶ 8.
  - 9. School district income tax withheld (school district number on W-2(s), W-2G(s) and/or 1099-R(s) must agree with school district number in the upper right-hand corner on page 1 of this return) ... 9.
  - 10. Add your 2011 Ohio form SD 100ES payment(s), your 2011 Ohio form SD 40P extension payment(s) and your 2010 school district overpayment credited to 2011 ..... 10.
  - 11. Add lines 9 and 10 ..... **TOTAL PAYMENTS** ▶ 11.  
**If line 11 is MORE THAN line 8, go to line 12. If line 11 is LESS THAN line 8, skip to line 15.**
  - 12. If line 11 is MORE THAN line 8, subtract line 8 from line 11 ..... **AMOUNT OVERPAID** ▶ 12.
  - 13. Amount of line 12 to be credited to 2012 school district income tax liability ... **CREDITED TO 2012** ▶ 13.
  - 14. Line 12 minus line 13. Enter here, then skip to line 16 ..... 14.
  - 15. If line 11 is LESS THAN line 8, subtract line 11 from line 8..... **AMOUNT DUE** ▶ 15.
  - 16. Interest and penalty due on late-paid tax and/or late-filed return (see page SD 6 of the instructions) 16.
- If you entered an amount on line 14, skip to line 18. If you entered an amount on line 15, go to line 17.**
- 17. Amount due plus interest and penalty (add lines 15 and 16). If payment is enclosed, make check payable to School District Income Tax and include Ohio form SD 40P (see our Web site at [tax.ohio.gov](http://tax.ohio.gov)).....**AMOUNT DUE PLUS INTEREST AND PENALTY** ▶ 17.
  - 18. Refund less interest and penalty (line 14 minus line 16). Enter the amount here. (If line 16 is more than line 14, you have an amount due. Subtract line 14 from line 16 and enter the amount on line 17.) .....**YOUR REFUND** ▶ 18.

If your refund is less than \$1.01, no refund will be issued. If you owe less than \$1.01, no payment is necessary.

**SCHEDULE A – EARNED INCOME ONLY TAX BASE SCHOOL DISTRICT AMOUNTS (See page SD 6 of the instructions.)**

Complete this schedule only if you entered an earned income only tax base school district number in the upper right-hand corner on page 1 of this return.

- 19. Wages and other compensation described on page SD 6 of the instructions..... 19.
- 20. Net earnings from self-employment described on page SD 6 of the instructions. Show as a negative if the amount is less than -0- ..... 20.
- 21. Depreciation expense adjustment, if any, described on page SD 6 of the instructions..... 21.
- 22. Add lines 19, 20 and 21. Enter the total here and on line 1 of this return ..... 22.

**SIGN HERE (required) – See page 1 of this return for mailing information.**

I have read this return. Under penalties of perjury, I declare that, to the best of my knowledge and belief, the return and all enclosures are true, correct and complete.

▶ \_\_\_\_\_ Date \_\_\_\_\_  
Your signature

▶ \_\_\_\_\_ Phone number (optional) \_\_\_\_\_  
Spouse's signature (see page SD 3 of the instructions)

\_\_\_\_\_  
Preparer's name (please print; see page SD 3 of the instructions) Phone number \_\_\_\_\_

Do you authorize your preparer to contact us regarding this return? Yes No

**For Department Use Only**

-----

-----

Code



Department of  
Taxation

**General information  
regarding this form**

# General Information (2011 SD 100):

## 1) Dimensions:

Target or Registration Marks - .2" X .2". Follow grid layout for positioning.

1D barcode (2 of 5 interleaved) - .375"H x 1.5"W. Follow grid layout for positioning. The number for the barcode should be placed under the barcode and centered.

2D barcode - See 2D information and instructions. Follow grid layout for positioning.

**2) 1D barcode** - The last two numbers of the 1D barcode represent the vendor/version number for this form. Please use the same last two numbers as you did for last year's return. You will have a different vendor/version number for returns that are "OCR scanned" versus "2D scanned." If you have a question about your barcode assignment, please e-mail Theresa Goeller at [theresa\\_goeller@tax.state.oh.us](mailto:theresa_goeller@tax.state.oh.us). The first six numbers are constant for this form (110201XX - 110202XX).

11 = tax year

02 = SD 100

01 - 02 = page number

XX = vendor/version number (assigned to you by the Ohio Dept. of Taxation, Forms Printing Division).

**NOTE: The last two digits of your 1D barcode (vendor/version number), you also will use as the first two digits of the social security numbers in your test scenarios.**

**3)** Use Arial font for text that is a static portion of the form.

**4)** Use Courier font for the data entry portion of the form. This would be taxpayer's information and data.

**5)** Make sure you follow the grid layout for the data entry portions (shown in red). Also make sure that the tax year, target or registration marks, "For Department Use Only" area and the 1D and 2D barcodes follow grid layout.

**6)** Do not use commas, hyphens or decimals in the data entry fields. Use a space where a comma, hyphen or decimal would appear.

**7)** When a data entry field reflects a negative amount, make sure there is one space between the negative sign and the amount (for example: - 888 888 888 00). The possible negative fields for this return are lines 1, 21 and 23. Do not hard code negative signs.

**8)** Make sure that you explain to your customers within your product: **"Please do not enclose any worksheets or other documentation unless it is specified on the tax return or instructions."** For example, taxpayers are sending in worksheets from your software packages. This only slows the processing of their tax return.

**9) IMPORTANT NOTE (For those developers producing 2D barcodes):** Please add this statement to your software programs. It should print out with the taxpayer's return. **"Do not hand write in any corrections on the printed paper return. Hand writing in corrections will result in capturing incorrect data and delaying the processing of this income tax return. Please make any corrections to this income tax return within [the software program name], then print and mail."**

**10) We strongly encourage you to produce the 2D barcode version. This will not only assist our department in processing of tax returns, but also benefits the taxpayers of the state of Ohio. Thank you in advance for making every effort to develop the 2D version.**

**11)** For review and approval of your return, please submit one sample with every field filled in with the maximum amount of characters per field, one blank sample and all test scenarios.

**NOTE:** Approval turnaround will be approximately ten (10) business days from date the department receives test scenarios through Jan. 31, 2012. After Jan. 31, 2012 the department cannot guarantee turnaround time for approval status.



Department of  
Taxation

# 2D information and instructions

# Ohio 2011 Scan and 2D Barcode Instructions

## General

- Forms need to be enabled for 2D Barcode decoding
  1. If a form is enabled for 2D Barcode the software **should not allow** users/practitioners the option to turn off/on the 2D Barcode function
- The minimum error correction code level should be 4

## 2D Barcode size and placement on the Form

- 2D Barcode must be placed on the first page of form in the rectangular area [see grid layout]
- 2D Barcode should not be bigger than the allocated area
- The maximum size of the 2D Barcode: 3 ½ inches wide by 2 inches height & must follow the grid layout provided in this document

## 2D Barcode Layout

- Each field in the Barcode is delimited by a single carriage return
  1. <CR> equals single carriage return character
    - 1.1 This separates each piece of data so it may be efficiently processed.
  - Data included in the 2D Barcode varies per form and can be broken down into three general sections
    1. Header
      - 1.1 **Header Version Number**
        - 1.1.1 Static for all Barcodes, value is T1
      - 1.2 **Developer Code**
        - 1.2.1 A four-digit vendor code identifying the software developer whose application produced the Barcode
      - 1.3 **Jurisdiction**
        - 1.3.1 Static for all Barcodes, value is OH
      - 1.4 **Description**
        - 1.4.1 A four-digit form identifier, specific to each form
      - 1.5. **Spec Version**
        - 1.5.1 A one-digit specification version control number starting with the number zero (0)
          - 1.5.1.1 This number identifies the version of the specifications used to produce the form Barcode
      - 1.6 **Form Version**
        - 1.6.1 A one-digit form version control number starting with the number one (1)
          - 1.6.1.1 This number will only be incremented when there are changes made that would affect the content of the Barcode
    2. Form Specific Data – [please see encoding schemas for form specific data]
      - 2.1 Fields that are captured from each form
      - 2.2 All fields on form will be required and must be included in 2D Barcode
        - 2.2.1 Fields must be included into 2D Barcode if present
        - 2.2.2 Field values not present in 2D Barcode will be empty
          - 2.2.2.1 Will result in two adjacent carriage returns
    3. Trailer
      - 3.1 The last field in the Barcode data stream is the trailer
        - 3.1.1 The trailer is used to indicate the end of data has been reached
          - 3.1.1.1 A static string of "\*EOD\*" is used as the trailer value

### Examples of 2D Barcode data streams

Header Version Number	T1<CR>
Developer Code	1111<CR>
Jurisdiction	OH<CR>
Description	1111<CR>
Spec Version	0<CR>
Form Version	1<CR>
Line Item Specific Data	IN<CR>
Line Item Specific Data	IT40<CR>
Line Item Specific Data	0<CR>
Trailer	*EOD* <CR>

### Testing and Approval Procedures

As a general guideline, current software testing and forms approval time frame and quality assurance practices would be followed in the implementation of 2D barcode

#### **1. Testing Processes**

1.1 See “Software Developer Specifications” for test scenarios.

#### **2. Number of test scenarios**

2.1 Forms to be submitted for approval include:

2.1.1 One (1) set of blank forms

2.1.2 Multiple test scenarios per form

2.1.2.1 Test scenarios will be provided by ODT

2.1.3 One (1) set of full field test scenario

#### **3. Approval Procedures**

3.1 Approval will be given in two (2) areas

3.1.1 Printed form matches template

3.1.2 2D Barcode is valid

3.1.2.1 All test scenarios can be decoded properly

3.1.2.2. All test scenarios submitted are correct

3.1.2.3. 2D Barcode data must match printed form

3.2 Approval will be given for each form type listed

3.2.1 2011 IT 1040

3.2.2 2011 IT 1040EZ

3.2.3 2011 SD 100

3.3 Approval time line

3.3.1 Approval turnaround will be approximately ten (10) business days from date ODT receives test scenarios through January 31, 2012

3.3.1.1 After above date ODT cannot guarantee turnaround time for approval status

3.3.1.2 Forms will be tested, reviewed and approved on a first come, first serve basis

3.3.2 Feedback will be given if test scenarios do not receive approval

3.3.2.1 Corrected test scenarios must be resubmitted for approval

3.3.2.2 ODT cannot guarantee turnaround time for re-approval status

3.3.3 Approval notification will be given once test scenarios meet all specifications and are fully tested

3.3.4 Vendor may submit tests any time after the test scenarios are posted to our Web site.




3.3.4.1 If tax forms change before January 1, 2012 vendors will be notified and required to re-submit test scenarios

2011  
SD100 2D BARCODE SCHEMA

Page	Field name\Line Item	Max Chars	Field Format
N/A	header_version_number	2	Always 11
N/A	developer_code	4	Vendor's NACTP code
N/A	jurisdiction	2	Always: <b>OH</b>
N/A	description	4	Form code: <b>1102</b>
N/A	spec_version	1	At this time: <b>0</b>
N/A	form_version	1	At this time: <b>1</b>
Page 1	taxpayer_ssn	9	Numeric
Page 1	taxpayer_deceased	1	If true place "X" in box, otherwise leave empty
Page 1	spouse_ssn	9	Numeric
Page 1	spouse_deceased	1	If true place "X" in box, otherwise leave empty
Page 1	year	4	<b>2011</b>
Page 1	school_district_number	4	Numeric Must be valid School District (see tax instructions booklet for complete list)
Page 1	taxpayer_firstname	15	Alpha
Page 1	taxpayer_middle_initial	1	Alpha
Page 1	taxpayer_lastname	20	Alpha
Page 1	spouse_firstname	15	Alpha
Page 1	spouse_middle_initial	1	Alpha
Page 1	spouse_lastname	20	Alpha
Page 1	taxpayer_address	35	Alpha-Numeric
Page 1	taxpayer_city	20	Alpha
Page 1	taxpayer_state	2	Alpha
Page 1	taxpayer_zip	5	Numeric
Page 1	taxpayer_county	4	Alpha First 4 characters of county name Uppercase
Page 1	foreign_country	20	Alpha First 20 characters of foreign country Uppercase
Page 1	foreign_postalcode	7	Alpha Numeric
Page 1	primary_school_district_residency_status	1	Numeric Resident = 1, Part-year Resident=2, Non-Resident=3
Page 1	spouse_school_district_residency_status	1	Numeric Resident = 1, Part-year Resident=2, Non-Resident=3 Only use if married filing jointly return
Page 1	filing_status	1	Numeric Single=1, Jointly=2, or Separately=3
Page 1	negative_indicator_for_line_item_one	1	Numeric 1 for negative 0 for non-negative
Page 1	Line Item One	9	Numeric Send Dollars Only If negative amount use negative indicator field. <b>DO NOT PUT NEGATIVE SIGN IN THIS FIELD</b>
Page 1	Line Item Two	9	Numeric Send Dollars Only
Page 1	Line Item Three	9	Numeric
Page 2	Line Item Three a	9	Numeric Send Dollars Only
Page 2	Line item Four	9	Numeric (see tax instructions booklet for school district tax rate)
Page 2	Line Item Five	2	Numeric Send Dollars Only

2011  
SD100 2D BARCODE SCHEMA

Page	Field name\Line Item	Max Chars	Field Format
Page 2	Line Item Six	9	Numeric Send Dollars Only
Page 2	Line Item Seven	9	Numeric Send Dollars Only
Page 2	Line Item Eight	9	Numeric Send Dollars Only
Page 2	Line Item Nine	9	Numeric Send Dollars Only
Page 2	Line Item 10	9	Numeric Send Dollars Only
Page 2	Line Item 11	9	Numeric Send Dollars Only
Page 2	Line Item 12	9	Numeric Send Dollars Only
Page 2	Line Item 13	9	Numeric Send Dollars Only
Page 2	Line Item 14	9	Numeric Send Dollars Only
Page 2	Line Item 15	9	Numeric Send Dollars Only
Page 2	Line Item 16	9	Numeric Send Dollars Only
Page 2	Line Item 17	9	Numeric Send Dollars Only
Page 2	Line Item 18	9	Numeric Send Dollars Only
Page 2	Line Item 19	9	Numeric Send Dollars Only
Page 2	negative_indicator_for_line_item_20	1	Numeric 1 for negative 0 for non-negative
Page 2	Line Item 20	9	Numeric Send Dollars Only If negative amount use negative indicator field. <b>DO NOT PUT NEGATIVE SIGN IN THIS FIELD</b>
Page 2	Line Item 21	9	Send Dollars Only Numeric
Page 2	Line Item 22	9	Send Dollars Only Numeric
N/A	trailer	5	Always *EOD*
<b>Total Bytes/Characters</b>		<b>417</b>	

-  **General Fields**
-  **Demographic Fields**
-  **Line Item Fields**