



# Substitute Forms Guidelines 2020

If you produce, or intend to produce, your own version of the official tax forms, you must follow the instructions provided in this guide. Forms you produce are referred to in this guide as “substitute forms” and include returns, schedules, and payment vouchers. Substitute forms providers may include software developers (primary or secondary), payroll services, forms libraries, independent taxpayers, and other vendors of related services. **NOTE:** Substitute forms that must be submitted to us for review and approval are forms you set up or alter in some way, including the addition of a scan line or bar code.

**IMPORTANT:** The substitute forms you produce must be processable through the Illinois Department of Revenue (IDOR)’s automated processes. The taxpayer may experience delays or be assessed penalties and interest for filing a form which does not meet our requirements.

## Required annual substitute forms process:

- 1. Complete Form IL-8633-SF, 2020 Substitute Forms Provider Enrollment, and submit it to us.** Upon receipt and approval of your completed Form IL-8633-SF, we will
  - give you access to the draft forms area if you have previously created an Illinois Public account. You should use the same user ID and password.
  - provide you with instructions to obtain an Illinois Public Account to access the draft forms area on our website if you have not previously done so.

**Note: An Illinois Public ID is required to participate in the Illinois substitute forms program.**
- 2.** Developers of substitute forms must use the specifications for content and format provided in this guide and in the drafts and examples provided in the secure “Draft Forms” area on our website.
- 3.** Submit all substitute forms developed by emailing a PDF file to us. Occasionally for technical reasons, we may ask you to mail a paper form to us. Each substitute form must be reviewed, and approved by us. **Several forms require a scan line or 2-D barcode containing taxpayer and other information (see our “Draft Forms” web page for testing specifications)** and must also be tested. Some forms require a 1-D barcode. On test forms, the data used should **not** contain “real” or “live” data. Forms received prior to December or after January will be reviewed and a response sent within 10 business days. Forms received in the months of December and January will be reviewed and a response sent within 15 business days. Your forms do not need review if your product simply provides an unaltered graphic image (picture) of the IDOR form or a copy printed from our public “Forms” web page at [tax.illinois.gov](http://tax.illinois.gov) and it does not contain a scan line or 2-D barcode.
- 4.** If we notify you of an error or correction, you must make the correction, notify your customers, and email evidence of the correction to [REV.VendorForms@illinois.gov](mailto:REV.VendorForms@illinois.gov) within 10 days of receiving our notice.
- 5.** All correspondence should include your 3-digit vendor ID number assigned after submission of Form IL-8633-SF in the subject line.

## Submit Form IL-8633-SF and all tax forms for review and testing, and contact us at the following:

email address: [REV.VendorForms@illinois.gov](mailto:REV.VendorForms@illinois.gov)  
phone: 217 524-7794 (leave a message and someone will return your call)

Mailing address: OFFICE OF PUBLICATIONS MANAGEMENT MC 3-375  
ILLINOIS DEPARTMENT OF REVENUE  
101 WEST JEFFERSON STREET  
SPRINGFIELD IL 62702

## General format requirements for substitute forms

### Paper

- Use white, unlined paper that is a standard business weight (recommended weight is 20 pound paper).
- Paper size must be the same size as the official forms. Most returns are 8.5 inches wide by 11 inches tall. Vouchers are 8.5 inches wide by 3.625 inches tall.

### Margin requirements

There must be at least a .25 or .5 inch margin on all sides of the form or voucher as described in each form’s specifications. There must be a .25 inch band of white space around all sides of the barcodes, anchor points, and scan lines.

## Data and layout requirements

Placement of form information and data should be at the location shown on the form samples located in the secure “Draft Forms” area of our website.

## Printing Requirements

Forms and vouchers must be printed full size. Ensure the “shrink to fit” print option is **not** selected. Use black ink for data, scan line, 1-D barcode, and 2-D barcode.

## Font

- For taxpayer data, use either Courier or Arial type fonts, size 12.
- For the scan line, use “OCR-A Std” font, size 10. All payment vouchers and some returns (Forms IL-941 and ST-1) require a scan line containing taxpayer identification and reporting period information. See each draft example for the contents and placement of the scan line.
- For the IL-1040 2-D barcode, please refer to the tax year specifications and testing requirements found at <https://www2.illinois.gov/rev/taxprofessionals/Pages/Electronic-Transmitters-and-Software-Developers.aspx>.
- For the 1-D barcode, use “Free 3 of 9, Extended,” size 30. Most payment vouchers and forms require a 1-D barcode. See each draft example for the 1-D barcode contents. The 1-D barcode contents should be produced exactly as shown on the draft form. No vendor or taxpayer information is contained in the 1-D barcode.

## Ink color

Black ink is required for taxpayer data. No colored ink in the official IDOR form is required to be reproduced; black ink may be substituted.

## Shading and logos

Shading and logos are not required to be reproduced. If used, these should not interfere with the required information contained on the form or voucher.

## Number formatting

In dollar amount entries, do **not** add the dollar sign. For a zero amount, show 0.00. Complete the cents field with two digits (example: fifty-five dollars and ten cents would show as 55.10). If the amount is a whole dollar amount, print the whole number plus the decimal followed by 00 (example: one hundred dollars would show as 100.00). Do not use default numbers in return lines which require the taxpayer to enter an amount.

## Illinois substitute forms vendor identification number

After submitting your Form IL-8633-SF, we will assign a three-digit Illinois substitute forms vendor identification number if you do not already have one. You must add this identification number to the footer area of all your substitute Illinois tax forms.

## Anchor Points

Black solid squares are required in each corner of the forms to facilitate new imaging equipment. There must be a .25 inch band of white space around all sides of the anchor point. See the substitute forms area on IDOR’s website for more information.

# IL-8633-SF Instructions for 2020 Substitute Forms Provider Annual Enrollment

Complete this form if you produce, or intend to produce, paper forms to be filed as a substitute for the official forms from IDOR or if you are a tax professional requesting access to IDOR’s draft forms.

If you use a “forms library product” in your tax software or services, the forms library product must be enrolled and approved prior to your form being approved.

If you are a software developer and the software electronically files the tax information but your product produces a printed tax form, you must complete and submit this form, providing information about your software product.

Upon receipt and approval of your completed Form IL-8633-SF, we will provide you with instructions to obtain an Illinois Public Account to access the draft forms area on our website. **The Illinois Public ID is required to participate in the Illinois substitute forms program.**

**This form must be submitted prior to seeking review and approval for any substitute forms.**

**Form IL-8633-SF Enrollment due date: IDOR will begin accepting Enrollment forms on September 1, 2020.** We recommend submitting your enrollment form by the end of October. Forms received after October 31, 2020, will be accepted, however we will not review any substitute forms or issue login credentials to the draft forms website until your enrollment is approved.



Step 1: Provide all identification numbers assigned to your business

1 Federal Employer Identification Number (FEIN)

2 National Association of Computerized Tax Processors (NACTP) Vendor number - if applicable

3 Previously registered Illinois Public User ID

4 Illinois Account ID (if applicable)

5 Previously assigned IDOR substitute forms vendor number - if applicable

Step 2: Provide your business information

6 Legal name of business

7 Doing business as (dba) name (if different than above)

8 Street address Suite #

City State ZIP

9 Primary contact representative (first and last name)

( ) - Daytime phone number

Email address

10 Website address

Step 3: Tell us about your production of substitute forms

11 Describe your production or use (may check more than one)

a Forms library product is offered for purchase Product name Illinois tax forms used in this product are purchased from another vendor used as an unaltered image in my product developed as part of our product

b Tax software product is offered for purchase Product name Illinois tax forms used in this product are purchased from another vendor used as an unaltered image in my product developed as part of our product

c Tax services product is offered for purchase Product name Illinois tax forms used in this product are purchased from another vendor used as an unaltered image in my product developed as part of our product

d I am a tax professional and develop a substitute tax form or forms I use for my clients. My clients do not produce the form.

e The form is developed for my private use and is not offered for sale.

f I am a tax professional who requests draft access and who does not produce substitute forms.

12 Check the type of Illinois taxes applicable to your substitute forms

Individual income tax Withholding income tax Business income tax Sales/Use/Other

13 Complete Line 13 on Page 4. Provide a separate page for each product produced.

Step 4: Read agreement and sign below

I am authorized by the business named in Step 2 to complete this agreement regarding substitute forms production. I agree to comply with the development and submission requirements in the 2020 Substitute Forms Guidelines. If notified of an error relating to forms design, written instruction, or the scan line or barcode, I agree to correct the error, notify my customers, and email evidence of the correction to the email address below within 10 business days of receiving the department's notice. I understand that after receiving and approving my completed Form IL-8633-SF, IDOR will provide me instructions to obtain an Illinois Public Account to access the draft forms area on the IDOR website at tax.illinois.gov, where I will access updated information and draft forms. I understand that an Illinois Public ID is required to participate in the Illinois substitute forms program. For business uses described in Step 3 — a through c, I understand that a list of approved forms along with my business and tax product name may be published on IDOR's website at tax.illinois.gov.

Signature of representative (product or taxpayer) Title Email address ( ) - Daytime phone number

Email completed form to: Rev.VendorForms@illinois.gov



13 Forms and Schedules Supported (check all that apply):

Product name \_\_\_\_\_

<b>Individual Income Tax</b>	<input type="checkbox"/> IL-477	<input type="checkbox"/> IL-1065-X
<input type="checkbox"/> IL-1040	<input type="checkbox"/> IL-2220	<input type="checkbox"/> IL-1065-V
<input type="checkbox"/> IL-1040-X	<input type="checkbox"/> IL-4562	<input type="checkbox"/> IL-1065-X-V
<input type="checkbox"/> Schedule CR	<input type="checkbox"/> Schedule INL	<input type="checkbox"/> Schedule F (IL-1065)
<input type="checkbox"/> Schedule ICR	<input type="checkbox"/> Schedule INS	<input type="checkbox"/> Schedule K-1-P
<input type="checkbox"/> Schedule NR	<input type="checkbox"/> Schedule J	<input type="checkbox"/> Schedule K-1-P(3)
<input type="checkbox"/> Schedule E/EIC	<input type="checkbox"/> Schedule M	<input type="checkbox"/> Schedule 1299-A
<input type="checkbox"/> Schedule M	<input type="checkbox"/> Schedule NB	<input type="checkbox"/> IL-1120-ST
<input type="checkbox"/> Schedule IL-WIT	<input type="checkbox"/> Schedule NLD	<input type="checkbox"/> IL-1120-ST-X
<input type="checkbox"/> IL-4852	<input type="checkbox"/> Schedule UB	<input type="checkbox"/> IL-1120-ST-V
<input type="checkbox"/> IL-2210	<input type="checkbox"/> Schedule UB/INS	<input type="checkbox"/> IL-1120-ST-X-V
<input type="checkbox"/> IL-1310	<input type="checkbox"/> Schedule UB/NLD	<input type="checkbox"/> Schedule F (IL-1120-ST)
<input type="checkbox"/> Schedule F	<input type="checkbox"/> Schedule 80/20	<b>Sales/Use Tax</b>
<input type="checkbox"/> Schedule 1299-C	<input type="checkbox"/> Schedule 1299-B	<input type="checkbox"/> ST-1
<input type="checkbox"/> IL-8857	<input type="checkbox"/> Schedule 1299-D	<input type="checkbox"/> ST-1-X
<input type="checkbox"/> Schedule G	<input type="checkbox"/> Schedule 4255	<input type="checkbox"/> ST-2
<input type="checkbox"/> IL-8453	<input type="checkbox"/> Subgroup Schedule (UB)	<input type="checkbox"/> ST-2-X
<input type="checkbox"/> IL-4562	<input type="checkbox"/> IL-990-T	<b>Other</b>
<input type="checkbox"/> IL-4644	<input type="checkbox"/> IL-990-T-X	<input type="checkbox"/> PTAX-260-A
<input type="checkbox"/> Schedule 4255	<input type="checkbox"/> IL-990-T-V	<input type="checkbox"/> PTAX-280-A
<input type="checkbox"/> IL-1040-ES	<input type="checkbox"/> IL-990-T-X-V	<input type="checkbox"/> _____
<input type="checkbox"/> IL-1040-V	<input type="checkbox"/> IL-1041	<input type="checkbox"/> _____
<input type="checkbox"/> IL-1040-X-V	<input type="checkbox"/> IL-1041-X	<input type="checkbox"/> _____
<input type="checkbox"/> IL-505-I	<input type="checkbox"/> IL-1041-V	<input type="checkbox"/> _____
<b>Withholding Income Tax</b>	<input type="checkbox"/> IL-1041-X-V	<input type="checkbox"/> _____
<input type="checkbox"/> IL-941	<input type="checkbox"/> IL-56	<input type="checkbox"/> _____
<input type="checkbox"/> IL-941-X	<input type="checkbox"/> IL-1000-E	<input type="checkbox"/> _____
<input type="checkbox"/> Schedule P	<input type="checkbox"/> IL-4644	<input type="checkbox"/> _____
<input type="checkbox"/> Schedule WC	<input type="checkbox"/> Schedule CR	<input type="checkbox"/> _____
<input type="checkbox"/> IL-501	<input type="checkbox"/> Schedule F (IL-1041)	<input type="checkbox"/> _____
<b>Business Income Tax</b>	<input type="checkbox"/> Schedule I	<input type="checkbox"/> _____
<input type="checkbox"/> IL-1120	<input type="checkbox"/> Schedule K-1-T	<input type="checkbox"/> _____
<input type="checkbox"/> IL-1120-X	<input type="checkbox"/> Schedule K-1-T(3)	<input type="checkbox"/> _____
<input type="checkbox"/> IL-1120-V	<input type="checkbox"/> Schedule NR	<input type="checkbox"/> _____
<input type="checkbox"/> IL-1120-X-V	<input type="checkbox"/> IL-1065	<input type="checkbox"/> _____

If you produce more than one product, copy this page and complete Line 13 for each product.