

North Dakota
Office of State Tax Commissioner

Cory Fong, Tax Commissioner

1-D Barcode
Specifications



July 2012

North Dakota

1-D Barcode Specifications

The North Dakota Tax Department currently utilizes a scanning/imaging solution to process tax returns and payment vouchers. This document provides tax preparation software developers requirements for developing barcodes for computer generated substitute tax forms.

Specifications:

- 2 of 5 Interleave
- Barcode Dimensions – minimum $\frac{3}{8}$ " x $1 \frac{1}{4}$ "
- Print barcode numbers directly below the barcode
- 1-D barcodes are required on all forms listed in the appendix and must follow the form specifications for proper placement on the form. Additional sample forms not listed in this document may have barcodes on them but they are *not* required.
- If you purchase forms from another vendor: Use your [NACTP ID](#) in the barcode or where otherwise required. Print the form developer's number any place where there is sufficient room.
- When creating the Estimated Payment Vouchers, the barcode must be the same for all four vouchers even if they are printed on multiple pages.

The following two sections designate the specific format for each form that contains a 1-D barcode:

I. Forms designed on a 6x10 grid:

Barcodes for these forms should be in the following format: 6 or 8 characters - **MMYYIDNN**

- **Month revised – used only for those forms based on revision date.**
- Tax Year – 2 characters (YY)
- Form ID – 2 characters (ID) See Appendix for form codes
- Page Number – (NN)
- See form layouts on [developer website](#) for exact value of barcode.

II. Forms not using the 6x10 grid:

Barcodes for these forms should be in the following format: 12 characters - **MMYYID9999NN**

- Form Revision Month – 2 characters (MM) – See Appendix for revision dates
- Tax Year OR Form Revision Year – 2 characters (YY)
- Form ID – 2 characters (ID) – See Appendix for form codes
- NACTP ID – 4 characters (9999) See [NACTP website](#)
- Page Number – (NN)
- All revision dates are given in the appendix.

Please refer to the [Guidelines for Substitute and Reproduced Tax Forms](#) for additional information.

North Dakota 1-D Barcode Specifications

Appendix

ID Title (Current Revision Date)

- 01 Form ND-1
- 02 Form ND-EZ
- 03 Form ND-1ES
- 04 Form 500 (0104)
- 06 Form ND-1V
- 07 Form NDW-R (1208)
- 08 Form 40
- 09 Form 40-ES
- 10 Form 38
- 11 Form 38-ES
- 12 Form 58
- 13 Form 60
- 14 Form 306 (0609)
- 15 Form 58-EPV
- 16 Form 60-EPV
- 17 Form 301-EF (1106)
- 18 Form ND-1EXT
- 19 Form 38-EXT
- 20 Form 40-EXT
- 21 Form 40-X
- 22 Form 40-EPV
- 23 Form 307 (0609)
- 24 Form 59507 – Income Tax Withholding and Sales and Use Tax Permit Application (0612)
- 25 Form ST – Sales, Use, and Gross Receipts Tax Return (0712)
 - Form ST Instructions (based on quarter/year)
 - Schedule ST-Local (based on quarter/year)
- 26 Form 21945 – One Time Remittance Form (0107)
 - Form 21945 - One Time Remittance Instructions (based on quarter/year)
- 27 Form 22008 – Telecommunications Gross Receipts Tax Return
- 28 F10 – City Lodging & Restaurant Tax (0609)
- 29 58-ES
- 30 58-EXT
- 31 60-ES
- 32 60-EXT
- 34 Form 59937 – Contractor’s Request for Clearance (0611)
- 35 Form 21913 – Declaration of Managers, Members, Governors, Partners, and Corporate Officers (0509)
- 36 Form 21944 – Claim for Refund Local Sales and Use Tax Paid Beyond Minimum Tax (0712)
- 37 Form 28249 – Request for Copies of Tax Returns (0110)
- 38 Form 28250 – Change of Address Notification for Individuals (0110)
- 39 Form 59439 – Application to Register for Oil & Gas Taxes (0310)
- 40 Form 21860 – Claim for Refund (0609)