

APPENDIX B: SUW Forms Package Construction

Title	Total Estimated Quantity (Annual)	Paper Stock	Printing/sides	Perforations	Ink Color	Imaging/Personalization
Cover	392,400 Annual: 330,000 Weekly: 62,400	8 pt. cover	1-sided	No	1 Color - Black	Address block: Name, address, and USPS barcode/route information (max. 7 lines)
Sales Tax License (Form 159)	192,000 Annual: 158,000 Weekly: 34,000	20# white bond	1-sided	Yes	1 Color - Black	Name, address, account number, expiration date, and multiple tax codes (max. 7 lines)
Combined Returns (Form 160)	2,080,000 Annual: 1,700,000 Weekly: 380,000	24# white bond	1-sided	Yes	2 Colors: Black/PMS 347; Color to be a verified "drop out" ink	Taxpayer name, due date, return period, account number and scanline. Scanline must be in OCR-A front scannable by Unisys DP500 equipment.
Discount Vouchers (Form 161)	570,000 Annual: 520,000 Weekly: 50,000					
Notice of Change or Discontinuance (Form 163)	392,400 Annual: 330,000 Weekly: 62,400	20# white bond	2-sided	Yes	1 Color - Black	Taxpayer mailing address, legal address, account number
Annual Return (Form 165)	392,400 Annual: 330,000 Weekly: 62,400	20# white bond	2-sided	Yes	1 Color - Black	<u>Page 1:</u> Taxpayer name, Account number, Return Year, Due date <u>Page 2:</u> Account Name, Account Number

Note: All personalization must be done in black ink. Contractor may choose to not put a cover on the forms package if an alternative method can be used that meets USPS regulations for sending the package through the mail at the same postage rate.