

# FYI – For Your Information

## Computer Form Specifications: DR 1094 Income Withholding Tax Form

**Computer form facsimiles must be reviewed and approved by the Department of Revenue prior to use.**

The following guidelines must be used for computer-generated withholding forms to be processed. The form should be clearly labeled as a withholding tax form.

**Five data filled test copies of your form must be submitted for approval prior to use on paper or electronically on a PDF. Do not cut coupons to size, please submit full pages.**

Form DR 1094 "Income Withholding Tax Return" and Form DR 5315 "Business Tax Payment Coupon Specifications" may be downloaded from the Web at:  
[www.TaxColorado.com](http://www.TaxColorado.com)

**PAPER:** Use white, high quality bond, minimum 20 lb. or 24 lb OCR, providing sufficient quality and contrast for Optical Character Reading (OCR).

**FORM SIZE:** The width should be 8 1/2 inches. The return portion of the forms must have a height of 3 2/3 inches.

**SCAN LINE:** Effective October 1, 2010, the Department of Revenue will discontinue capturing scan information on sales tax and income withholding forms. All scan lines must be eliminated from these forms as soon as possible. As of June 1, 2010, the department has stopped testing scan lines on the DR 0100, DR 1093 and the DR 1094.

The department is still capturing scan lines on income tax payment coupons. Please refer to FYI Income 7 for more information on specifications for these forms.

**FORMAT:** The content and format must match on both the front and back of the

form. The form must contain all information in the blocks, including: account number (company's state account number), period (period for which taxes are due) and date due (date taxes are due for the given period). The return must include the numbers shown in parentheses [i.e. (100), (905), (907), etc.] on lines 1, 2, 3, 5, 6, 7, and 8.

DR 1094 - Withholding Taxes: **Data Font Size:** All data must have a font size of 10 point. Preferred font style is "Arial."  
**Account Number Format:** 99-99999  
**Period Format:** 01/10-03/10 (full-year for transmittal 01/10 - 12/10)

**ADDRESS BLOCK:** Under the heading, the left side of the return must contain the business name, address, city, state and zip code.

**MAILING:** The completed tax return must be mailed to the department UNFOLDED.

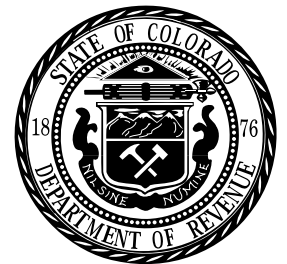
**CLEAR AREA:** The bottom 3/4 inch of the form, front and back, must be free from extraneous marks and printing.

**Please submit five test forms and direct all questions to:**

**COLORADO DEPARTMENT OF REVENUE**

ATTENTION: ANTOINETTE WILLIAMS  
FORMS DEVELOPMENT SECTION RM 307  
1375 SHERMAN ST  
DENVER CO 80261

Emailed PDFs electronic forms are preferred.  
Please send the PDF to  
[awilliams@dor.state.co.us](mailto:awilliams@dor.state.co.us)



Colorado Department  
of Revenue  
Taxpayer Service Division  
1375 Sherman St.  
Denver, Colorado 80261

Forms & Other Services:  
(303) 238-FAST (3278)  
Assistance:  
(303) 238-SERV (7378)

[www.taxcolorado.com](http://www.taxcolorado.com)