

USING 2D BARCODE FILLABLE FORMS

[2D Barcode Technology>>>more](#)

[2D Barcode Benefits>>>more](#)

[Guide to Using & Printing Fillable 2D Forms>>>more](#)

[Software Requirements>>>more](#)

[Printer Requirements \(DO's and DON'Ts\)>>>more](#)

[Saving Tax Information>>>more](#)

[Correcting a 2D Barcoded Return>>>more](#)

[Assembling a Completed 2D Barcoded Return>>>more](#)

[Mailing a Completed 2D Barcoded Returns>>>more](#)

[General Information & Assistance>>>more](#)

Skip Instructions [Go to form>>>](#)

2D Barcode Technology

Electronic Filing is the preferred method of filing. However, 2D barcode is the best alternative method for *paper* processing.



2D Barcode

A 2D barcode is similar to product barcodes (also called UPC or 1D barcodes) that you see on commercial products every day. The difference is that a 2D barcode can store much more information than the 1D barcode in a small space.

The 2D barcodes are automatically generated when you print the fillable tax form and print using the print button at the top of the first page of the form.

The 2D barcode contains all the information you have typed into the fillable form, ready for scanning at the Arizona Department of Revenue.

[back to top](#)

2D Barcode Benefits

The Arizona Department of Revenue uses 2-D barcode:

- to help speed up data entry. Instead of keying the information from each individual income tax return by hand.
- to capture the same information into its computer tax records in a fraction of the time.
- to process refunds faster.

[back to top](#)

Guide to Using and Printing Fillable 2D Barcode Tax Forms

1. Some taxpayers find it easier to complete a "practice return" (using paper and pencil) before entering data on the fillable 2D barcode tax form. This helps them become more familiar with the form and prevents miscalculations, omissions, and errors. In addition, it provides an opportunity to review your return to ensure that you didn't miss important additions, subtractions, credits and exemptions.
2. Using the new tax forms is easy. Just use Adobe Reader software to open the form. With the handy [form instructions](#) as a guide, complete the form as usual. When finished filling in the form, scroll back to the top of the form and click the PRINT button at the top of the page to generate/update the 2d barcode.
3. Download the fillable tax forms by placing the cursor over the link to the form needed. Click the right button on the two-button mouse. Select "Save Target As..." to save the form to your computer. (Mac users: Click and hold on the form link to obtain the "Save As..." option.). Additional information is available at the [Adobe website](#).
4. Download as many of the forms as needed.
5. Select the text tool and use the mouse to click in each field to enter data (*Keyboard alternative: Use the Tab key to begin keying data and proceed from field to field.*).
6. Use the mouse button to mark check boxes by clicking on them (*Keyboard alternative: Use the Tab key to select the empty check box, then push the space bar or "enter" key to enter an "X" in check boxes.*). To remove an "X" from a check box, click the mouse button again or the space bar or "enter" key.
7. Calculations must be completed manually.
8. To print, use the PRINT button on the top of the form. Printing in any other way, including using the "File... Print..." commands in the Adobe Reader frame results in a blank page.
9. The "RESET" button at the top of the form will clear all fields.
10. When using Adobe Reader, DATA WILL NOT BE SAVED. The completed tax return MUST be printed form BEFORE closing the file, otherwise the return will need to be completed again. (see Saving Tax Information topic)

[back to top](#)

Assembling a completed 2D Barcode return

Assemble the 2D barcode tax return with all required schedules, credit forms, and wage information. DO NOT staple the attachment(s) at the barcode.

Remember: The due date for a 2D Barcode return is April 15.

[back to top](#)

Correcting a 2D Barcode Return

If you have not mailed your return, correct the return and re-print the **entire** return after you make any changes. This will help avoid unnecessary processing delays.

Do NOT handwrite any other info on the form other than your signature(s) and date(s).

If you have already printed and **mailed** your return, you will need to file an amended Form 140X.

[back to top](#)

General Information and Technical Assistance

Taxpayer Assistance

& Refund Information: 602 255-3381 (800 352-4090 elsewhere in AZ)

Hearing Impaired 602 542-4021 (800 397-0256 elsewhere in Arizona)

[back to top](#)

Printer Requirements

Any good quality (laser or inkjet) printer in good condition will work. Do not use an impact-type printer.

Don'ts

Do not print in draft mode

Do not print in color. Use the black ink setting of your printer to print this form.

Do not use the color setting.

Do not fold the return at the bar code

Do not smear the bar code

Do not make changes to the tax return after its printed (they won't be reflected in the bar code)

Do not deface the bar code

Do not mar the 2-D barcode in any way. A clean, readable barcode will assist the scanner equipment in accurately and quickly reading the information and storing it in the Department of Revenue's computer tax records

Do's

Do wait for the ink to dry

Do update the barcode and reprint the completed form if you make changes to the return.

[back to top](#)

Saving Tax Information

When using the Adobe Reader, the 2-D barcode and the information it contains is not saved on the Internet or on your computer. To preserve a record of your tax information, make a copy of the original printout or make a second print of the return for your records.

Adobe Acrobat will allow you to save the tax return on your computer.

[back to top](#)

Software Requirements

Adobe Reader is required to use the 2D Barcode fillable forms. It is highly recommended to use the version (v. 6.0) of the Reader.

To download the *FREE* Adobe Reader, visit the [Adobe website](#) for instructions and information.

If you are using Adobe Reader v. 4.0, be aware that some of the form features may not function properly. Adobe Reader v. 3.0 cannot be used for filling these forms.

[back to top](#)

Mailing a completed 2D Barcoded return

A 2-D Barcoded form cannot be e-mailed. The forms are designed only for printing and mailing to the Department of Revenue.

Sign and mail the form (and attachments, if applicable) to one of the following addresses:

Not sending a payment or expecting a REFUND? Mail to:

Arizona Department of Revenue
PO Box 29205
Phoenix, AZ 85038-9205

Sending a payment? Mail to:

Arizona Department of Revenue
PO Box 29204
Phoenix, AZ 85038-9204

[back to top](#)