

MICHIGAN DEPARTMENT OF TREASURY
SUBSTITUTE FORMS

(August 2013)

Miscellaneous Forms Process

Definition of a miscellaneous form is any form **without** a Doc ID code or a scan line.

Only **one** testing sample is necessary for submission. The developer ID **must** appear in the lower-left corner (in a minimum of ten point font) on **each** page of every form produced by developer's software.

Developers must submit forms for review and receive official approval from FDS only before releasing software to their customers. Developers can mail or e-mail forms to FDS (*TreasForms@michigan.gov*).

Electronic Submissions

All electronic submissions should be sent by e-mail to *TreasForms@michigan.gov* with a cover letter attached. The cover letter should list the enclosed forms. If submitting more than one form, all pages of each form should be submitted together.

Electronic form submissions should be sent to:

e-mail: *TreasForms@michigan.gov*

Questions or requests for additional information should be directed to:

e-mail: *TreasForms@michigan.gov*
(517) 335-1179

All developers must complete *Michigan Software Developer Letter of Intent for Substitute Forms, and Electronic Filing*, (Form 4430) each year. Form 4430 is available on Forms Secure Web site. Once received, FDS will assign new developers a software developer identification number (developer ID).

Abbreviations: Always spell out words whenever possible. Use abbreviations **only** to allow space on a line.

Design: Each substitute form must follow the design of the official form as to font style and size, arrangement and format, form number, item captions, line numbers, line references, dot leaders, and sequence.

Ink Color: Black ink color should be used.

Legibility: All forms must be legible. Treasury reserves the right to reject forms with poor legibility.

Multiple-Page Forms: When printing multiple-page forms, print the entire form with all its parts and pages. Assemble the forms in the correct order. **Do not submit worksheets for testing.**