

## Instructions for Handwritten Forms

### Guidelines



Do not use red ink.  
Use blue or black ink.



Do not use dollar  
signs, commas, or  
other punctuation marks.



### Printing



Set page scaling to  
“none.” The Auto-Rotate  
and Center checkbox  
should be unchecked.



Do not select “print on  
both sides of paper.”



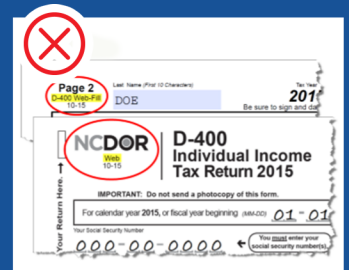
### Before You Send



Do not submit  
photocopies of returns.  
Submit originals only.



Do not mix form types



[illegible]

**Note:** This accounts for discount received on Line 8a, B-A-101