



## 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.

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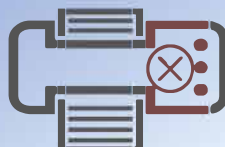
### Printing



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



Do not select "print on both sides of paper."



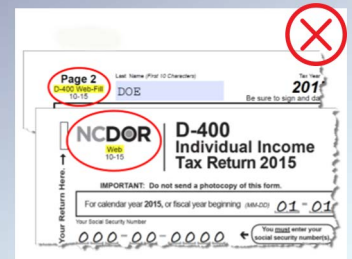
### Before Sending



Do not submit photocopies of returns.  
Submit originals only.



Do not mix form types.



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☐ Address has changed since prior return

☐ Amended return

☐ Final return for closed business

[illegible]

SSN

MonthYear

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**QUESTIONS:**  
Contact the Excise Tax Division at:  
Telephone Number (919) 707-7500  
Toll Free Number (877) 308-9092  
Fax Number (919) 250-7898