



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 Sending



Do not submit photocopies of returns.
Submit originals only.



Do not mix form types.



