Print Specifications for SAHAJ and SUGAM

1. **SAHAJ** and **SUGAM** Forms notified by CBDT are the simplest, technology enabled and taxpayer friendly return forms. These have been designed to facilitate error free and faster digitization. This is expected to curtail processing cycle and expedite issue of refunds. Taxpayers are advised to follow steps enumerated below.

   a. SAHAJ and SUGAM forms are colored forms with standard features like registration marks, barcode etc. Taxpayers are advised to collect the forms from Income Tax offices, Tax-melas, TRP's and submit the same to the income tax department.

   b. Taxpayers can also download the forms from the website and print using a color printer on an A4 size white paper. It is advisable for taxpayer to set the properties in printing options to "**fit to page**" and print the forms on a good quality white paper.

   c. Taxpayers may also use the Fillable forms, being made available by the department shortly.

   d. The Acknowledgement copy *[ITR-V Acknowledgement]* to be retained by taxpayer may be printed in black & white.

2. **Printers and Software vendors** are advised the following.

   a. In case, the private printers/vendors want to deliver the forms and instructions to the public at large, they can get the source file in **Corel Draw format** from Centralized Processing Center at no cost, by sending a request to *" Commissioner of Income Tax, Centralized Processing Center, "Prestige Alpha", Hosur Road, Bangalore-560100"* or e-mailing at ***"itdcpc@incometaxindia.gov.in".*** Printers are advised to print the forms according to print specifications given in **Annexure –A & B. The dimensions of the borders and markers are same as the earlier forms notified for AY 11-12 which are specified in Annexure-A**

   b. No approval is required from Income Tax Department for certification of printing software.

Print Specifications for Print Vendors

➢ Key aspects of the forms are listed below

i. Size of the paper should be A4 Sheet.
ii. Quality of the paper should be white paper of size 70GSM to 100GSM. If the Form is printed Simplex, then a 70 GSM Paper will suffice, but if the Forms are printed in Duplex, then a minimum 100 GSM Paper will be required so that prints are not reflected in the back while scanning.
iii. The specifications of Registration marks, bar code position, elements position are as per the sample form enclosed in Annexure-B.
iv. Bar Code Specifications should be in Code 39 Format. The values of the barcode.

- SAHAJ
    - 1201211A1C150000– Page 1
    - 1201221D1T040000-Page 2
- Schedule TDS1
    - S201212S4S300000
- Schedule TDS2
    - S201213T5T310000
- Schedule IT
    - S201214R6R320000
- Schedule TCS
    - S201215U4U300000
- SUGAM
    - 4201211A1C130000-Page 1
    - 4201221C14E60000-Page 2
    - 4201231E7T040000-Page 3
- ITR-V Acknowledgement
- ACKNOWLEDGE

viii. Color : RED -CMYK (0,100,100,0), BLACK CMYK (0,0,0,100). The Color specification should be as per color specifications given in the PDF File.

ix. Fonts Used are as follows

- Helvetica

Annexure – B

(Sample Print Spec Sheet for AY 11-12 for Print Vendors - The Same Dimensions can be used for AY 13-14)