

Rounding of Dollar Amounts in IntelliForms™

As a development standard, IntelliForms rounds dollar amounts to the whole dollar on most forms (i.e., cents are not shown). This cannot be changed by a user.

The screenshot displays the IntelliForms 2009 software interface for a U.S. Individual Income Tax Return for 2009. The form is for Fred A. Smith, Jr., with a social security number of 765-67-9087. The income section shows a total of 98,765 on line 7, with taxable interest of 433 on line 8a, ordinary dividends of 567 on line 9a, and taxable refunds of 12,345 on line 10. The total amount on line 10 is 12,345, which is circled in red. The software interface includes a menu bar, a toolbar, and a status bar.

The rounding standard is based on IRS guidelines as indicated in Section 5.2.7 of IRS Publication 1167, *General Rules and Specifications for Substitute Forms and Schedules*. For state and local forms, IntelliForms defaults to this federal rounding standard unless a tax agency specifically indicates that cents must be displayed.

IRS Pub 1167.pdf - Adobe Reader

File Edit View Document Tools Window Help

36 / 59 150% cents

5.2.7 Cents Column

- You may remove the vertical rule that separates the dollars from the cents.
- All entries in the amount column should have a decimal point following the whole dollar amounts whether or not the vertical line that separates the dollars from the cents is present.
- You may omit printing the cents, but all amounts entered on the form must follow a consistent format. **You are strongly urged to round off the figures to whole dollar amounts, following the official form instructions.**
- When several amounts are summed together, the total should be rounded off after addition (that is, individual amounts should not be rounded off for computation purposes).
- When printing money amounts, you must use one of the following formats:
 - (a) 0,000,000.;
 - (b) 0,000,000.00.
- When there is no entry for a line, leave the line blank.

8.47 x 10.96 in

Start Rounding - Microsoft Word IntelliForms - Microsoft O... IntelliForms IRS Pub 1167.pdf - Ad... 12:18 PM

Exceptions to this standard *generally* exist for sales & use tax forms and payroll forms (where IntelliForms allows cents to be input).

IntelliForms 2009 - [Unnamed Client]

Blank Forms Client Forms Profiles Tom & Ray's

Client Edit Tools Navigate EForms Support

Save Add Forms Restore Apply Profile Back Forward Check Forms Print Client Print Form Print Page Instructions Help

1040 CT-1040 MD COTRAD-098

FEIN Number: 09-8987655 Name of Person Completing Form: Telephone Number: (301) 253-3008

If you have discontinued or sold your business or changed its name, address or telephone number, complete the following information:

Changed Information

Discontinued business

Temporarily Dates: from to

Permanently Date:

Sold business Date:

Enter Changed Information or Buyer's Name & Address

Name

Address

City, County

State, Zip

Telephone No.

TAX ACCOUNT NO. 34-12345

Tear off at perforations and return only the lower section of this form, unless you have a change in ownership or in names and addresses. If you have a change in ownership or in names and addresses, complete the section above and return this entire form.

1. Gross Sales (whole dollars)	567,987	Tax (include cents)	
2. Tax Due on Sales (8%)		34,079	23
3. Tax Due on Car Rentals 11.5%/Truck Rentals 8%		0	00
4. Combine lines 2 and 3		34,079	23
5. If Timely - Enter Discount (see instructions)		324	71
6. Subtract Line 5 from Line 4		33,754	52
7. Tax Due on Purchases (8%)		4,071	09
8. Total Taxes Due (Add Lines 6 and 7)		37,825	61
STOP If Line 8 is zero, do NOT mail. File by calling 410-260-7225			
9. Refund Due (See instructions)		0	00
10. (Subtract Line 9 from Line 8)		37,825	61
11. If Late - Enter Penalty (10% of line 10) and Interest (1.68% / mo)		0	00
12. Balance Due (Combine Lines 10 and 11)		37,825	61
13. Amount Enclosed Make Payable to Comptroller of Maryland - SUT		37,825	61

Maryland Sales and Use Tax Return

Copyright © 2009
P.O. Box 1700, Baltimore, Maryland 21201-1700
File this return electronically FREE at www.marylandtaxes.com

For Month Ending JANUARY 31, 2010

DUPLICATE DATE 02202010

TAX ACCOUNT NO: 3412345

Tom & Ray's

4678 Main Street
Pannascus MD 20872

01012010003412345

Under penalties of perjury, I declare that I have examined this return and to the best of my knowledge and belief it is true, correct and complete.

Signature of Taxpayer or Agent

Date

08-37

Pages & Worksheets Filing Options Data 1 Ln 2 - Sales Tax Ln 3 - Car Truck Rental Line 7 - Use Tax Notes

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