

Date: December 8, 2015

# Memo

To: State Agencies  
From: Shannon Weeks - MRS (215-5173) Tax Processing Center  
RE: Updated guidelines for preparing Fortis Documents for scanning.  
Mail To: OSC Accounting SHS#14

**Legal Size Documents:** Documents printed on legal size paper can not be folded. The scanner will not accept folded pages. Documents received folded will be returned to the agency.

**Document ID #:** Document ID numbers cannot be more than 20 characters and cannot have **any** symbols, dashes, spaces.

**Document Cover Sheet:** Documents without cover sheets will be returned to the agency. No papers can be taped on the back of the document cover sheet.

**Documents bound together:** Documents with multi pages must be separated. Scanner will not process pages bound together.

**Bar Code:** Double check bar codes on the cover sheet for clarity. They need to be very clearly printed (no smudges). The three barcodes on bottom need to be in the following order: (1.-DOC TYPE, 2.-DEPT, 3.-DOCUMENT ID). If order is reversed in any way document(s) will be returned to agency.

**Tape:** All papers smaller than the size of a personal check must be taped on the top half of an 8 ½ by 11 inch sheet of paper, please tape all sides **completely** around document. Documents larger than a personal check do **not** need to be taped to a sheet of paper. When in doubt, please photocopy document and keep original for your file. The scanners require this procedure.

**Front & Back:** Scanners will image both front and back of documents. There can not be any information on the back of document cover sheets.

**Colored Paper:** Colored paper is acceptable. However, pink paper does not image well and should be photocopied for best results.

**Staples & Paperclips:** Please remove any staples or paperclips before sending documents to MRS.

**Back up pages with Doc Id:** Please double check to be sure the document ID written on backup pages match the document ID on document cover sheet.

**Newspapers:** Original newspaper pages can not go through the scanners. Please photocopy the information that you need scanned. Keep the original for your files.

**Ink:** black or blue ink only please.

## **Please mail documents to be scanned to:**

### **Interoffice:**

Maine Revenue Services  
Revenue Processing Center  
SHS#24

### **Outside Agencies:**

Maine Revenue Services  
P.O Box 9107  
Augusta, ME 04332