



# Letter of Intent (LOI) to Develop MeF Corporation Tax E-file Software for Tax Year 2018

If you are a software developer who plans to market or distribute software for preparation and e-filing of New York State (NYS) corporation tax returns, you **must** complete this form before you can begin testing. Each product must have its own software identification (ID). If you have more than one product, submit a separate LOI for each one.

We need this information to make sure:

- we have the most current vendor information on file;
- we are able to determine the status of each vendor's progress throughout the ATS testing process; and
- vendors identify, communicate, and correct all software issues.

## Instructions

1. Complete all relevant vendor information fields below. You may choose your own NYS software ID of up to 10 letter and number combinations.
2. In the *Supported forms - XML* section, check the boxes that correspond to forms your software will provide. In the *Comments* section, add any relevant information that pertains to the forms.
3. Forward the completed form by email to: ***BTBCTELF@tax.ny.gov*** and save a copy for your files.

**Notify us of any changes.** After you submit this letter, if you change the forms included in your software package, you must notify us within seven days with an updated Letter of Intent. This may require additional testing.

Type of software product:	Do it yourself (DIY)/Consumer (Web-based)	DIY/Consumer (desktop)
	Professional/Paid preparer (Web-based)	Professional/Paid preparer (desktop)

Product name

Software ID (e-file)

Software ID (paper)

EFIN	ETIN (production)	ETIN (test)
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NACTP member	Yes	No	Member ID#
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Have you completed and filed the national LOI?	Yes	No	Date filed:
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## Contact information

Legal name

Firm name

Address

City

State

ZIP code

Website

Primary contact  
name

E-mail address

Phone number

Ext.

Secondary  
contact name

Email address

Phone number

Ext.

Other  
contact name

E-mail address

Phone number

Ext.

Indicate whether you support the following *(if No, explain in the space provided)*:

PDF attachments	Yes	
Linked	Yes	
Unlinked	Yes	No
Foreign address	Yes	No
Amended returns for current year	Yes	No
Amended returns for prior two years	Yes	No

## Rebranded software products

Use this section **only** if this product is rebranded with the approval of the software publisher, who is the original creator of the software and signer of the LOI. It is the position of the STAR Working Group under the auspices of the IRS Security Summit that:

- Rebranding where the software publisher makes all code changes to generate the rebranded software and ensures that the rebranded software meets the applicable requirements (trusted customer, generation of authentication elements, generation of LEADS reports, STAR requirements, and the like) does not pose any additional risk to the tax ecosystem.
- Rebranding where the organization who rebrands the software has the capability to make cosmetic changes including but not limited to color or font, but cannot make changes to the applicable requirements (listed above) also does not pose additional risk to the ecosystem.

Rebranded product name	Contact person	Phone number	Email address	Unique identifier
Rebranded product name	Contact person	Phone number	Email address	Unique identifier
Rebranded product name	Contact person	Phone number	Email address	Unique identifier
Rebranded product name	Contact person	Phone number	Email address	Unique identifier
Rebranded product name	Contact person	Phone number	Email address	Unique identifier

\*If there are more than five software products that have been rebranded under a different name, list them on a separate sheet and attach it with your LOI submission.

### For rebranded products, the New York State Tax Department requires the following for e-file ATS approval:

They must complete the full e-file ATS approval process.

They must complete an abbreviated e-file ATS approval process.

E-file ATS approval is not required.

## Supported forms - XML

The forms listed on this page are required to be supported in extensible markup language (XML) format only. Check the boxes of all forms that you intend to support in XML. New forms for tax year 2018 are marked with an asterisk (\*).

### XML Main forms

CT-3	CT-3-A	CT-3-S	CT-13
CT-3-M	CT-3-A/BC	CT-300	CT-400
CT-33	CT-33-A	CT-33-NL	CT-33-C
CT-33-M	CT-183 *	CT-184 *	
CT-186-E *	CT-183-M *	CT-184-M *	
CT-5	CT-5.1	CT-5.3	CT-5.4
CT-5.6	CT-5.9	CT-5.9-E	

### XML Attachments

CT-3.1	CT-3.2	CT-3.3	CT-3.4
CT-33-A-ATT	CT-33-A/B	CT-33-R	CT-33.1
CT-33.2	CT-34-SH	CT-37	CT-43
CT-44	CT-46	CT-47	CT-60
CT-222	CT-223	CT-224	CT-225
CT-225-A	CT-238	CT-241	CT-246
CT-248	CT-249	CT-261	CT-501
CT-601	CT-602	CT-603	CT-604
CT-604-CP	CT-605	CT-606	CT-607
CT-611	CT-611.1	CT-611.2	CT-612
CT-613	CT-633	CT-634	CT-635
CT-636	CT-637	CT-638	CT-639
CT-640	CT-641	CT-642	CT-643
CT-644	CT-645	CT-646	CT-647
CT-648*	CT-649 *	CT-650 *	DTF-621 *

DTF-686

### Comments:

## Supported forms - PDF

The forms listed below are to be supported as a portable document file (PDF) file attachment. Check the boxes of all forms that you intend to support.

### PDF attachments

CT-40	CT-41	CT-50	CT-51
CT-225-A/B	CT-236	CT-239	CT-242
CT-243	CT-250	CT-324	CT-399
CT-600	DTF-622	DTF-624	DTF-625
DTF-630	CT-631	DTF-686-ATT	

## National Security Summit standards and requirements

National standards have been developed to protect taxpayers from identity theft tax refund fraud. You are agreeing to adhere to all IRS, state, and Industry Security Summit guidelines as a condition of providing tax software products to taxpayers and tax professionals for corporation tax MeF.

Standards in this section apply to all DIY consumer and professional, paid preparer products, tax professional, and volunteer (VITA) products.

### Authentication data elements

The state e-standards Authentication Header Schema has been established to identify and authenticate a taxpayer and prevent identity theft tax refund fraud. Tax software providers are required to transmit all data elements included in the state authentication data elements, when available. If you are not providing all data elements you must explain which elements are not provided and why you are not able to provide them, in the space provided below.

## Signature

I acknowledge that all e-file ATS tests submitted during the approval process are created in and originate from the actual software.

I acknowledge that all electronic returns received by New York State generated from this software will be electronically filed from the initially approved product version, or a subsequent product update.

I acknowledge that New York State will be notified immediately of any incorrect or missing calculation, or e-file data element for any electronically filed returns submitted to New York State.

As the representative of the above named organization, I agree on behalf of the organization, to comply with all requirements listed above. Furthermore, by signing this agreement, my organization is agreeing to all of the requirements listed above. The NYS Tax Department reserves the right to revoke approval or acceptance of any company and to refuse to accept any additional returns from a software company that does not adhere to those stated requirements.

As an approved New York State supplier, I agree to provide true, accurate, current, and complete information about my company. I understand that if I provide any information that is untrue, inaccurate, obsolete, or incomplete, the NYS Tax Department has the right to deny, suspend, or terminate my account.

Name of authorized representative ( <i>print</i> )
Signature of authorized representative