



**New York State  
Personal Income Tax,  
Partnership and  
Fiduciary  
Modernized e-File (MeF)  
Software Developer  
Acceptance Test Booklet  
  
For Tax Year 2020**

The information presented is current as of this publication's print date.  
Visit our Web site at [www.tax.ny.gov](http://www.tax.ny.gov) for up to date information

This publication describes the New York State (NYS) Assurance Testing System procedures for software developers participating in the NYS Personal Income Tax, Partnership, and Fiduciary Modernized e-file (MeF) Program. Within this publication, you are referred to as the software developers, and we are the New York State Department of Taxation and Finance (NYS).

### **Who must test**

All software developers participating in the NYS Personal Income Tax, Partnership and Fiduciary MeF Program must test. Participating software developers and transmitters must also test with the IRS; see IRS Publication 1436 (Personal Income) or IRS Publication 5078 (Partnership/Fiduciary) for details.

### **What to test**

The tests verify that the e-file software creates a complete return, carries appropriate values from one line/form to another, and formats and transmits NYS returns per the MeF specifications.

You must test all the NYS e-file forms that you support. You must inform us which e-file forms you support by completing the Letter of Intent. No tests will be accepted without a valid Letter of Intent on file.

Amount fields should include dollar amounts only; do not include cents (unless stated otherwise). Do not send in "0" fields except for the sales or use tax field.

### **Test social security numbers (SSNs) and EINs**

Each software developer will be assigned (by email) a unique 2-digit code to replace the xx digits of various SSN's or EINs throughout each scenario.

### **Test cases to submit**

You must submit the applicable test scenarios to cover all the e-file forms you support. The test number is the last 4 digits of the primary taxpayers SSN/EIN. Each test scenario will be posted separately on our Web page.

NYS will provide you with a Submission Info excel document which is to be completed by you and emailed back to us each time you transmit test scenarios for review. After you have completed the required tests, you may submit additional test returns not covered in our test package. Please contact us if you wish to do so.

### **XML only forms**

Test scenarios are provided with the computation lines missing; your software should compute those lines.

### **XML or PDF forms**

Forms that we accept in XML or PDF will be fully completed. When attaching a credit form in PDF, you do not need to enter all the data on that PDF form; you can just enter the credit amount line and transfer that amount to the applicable form.

### **When to test**

Testing with NYS is scheduled to begin when the IRS ATS system opens in November. To ensure adequate time for testing before the filing season, you should submit the initial NYS test submissions as soon as

possible. We do not require you to pass the IRS testing before testing with NYS. You may conduct the IRS and NYS testing concurrently if the IRS allows it.

### **Transmitting test submissions**

You must transmit NYS test submissions through the IRS MeF system. If your test submission is rejected by the IRS, we will not know and will not be able to retrieve it. When your test submission has been successfully transmitted to the IRS, you must provide NYS with the, test ID, Submission ID, and any deviations from the test scenario. Email this information using the excel document provided by NYS (Submission Info) to the MeF email address listed below that corresponds to the tax type being tested.

**Do not submit all tests at once.** Test cases in 'Phase 1' should be tested first before testing other cases in 'Phase 2'. This is designed to improve the testing process. Instead of reviewing similar errors on all of your submissions, the intent is to get the main form correct first. This is expected to reduce the turnaround time required to review most submissions.

### **Test acknowledgment**

Our ATS system does not automatically send acknowledgments (ACKs). You will receive a confirmation email advising you that your test submissions were successfully received and/or informing you of any issues we ran into.

If requested, we will send one ACK to the software developers/transmitters to test the acknowledgment system.

### **Communicating test results**

We will email you the test results once our review is complete. We will make every effort to provide test results to you within 48 hours, Monday through Friday.

### **Approval of e-file software**

To be accepted into the NYS e-file program, you are required to successfully complete the NYS testing, in addition to completing the IRS testing. Once you successfully complete the NYS testing, we will inform you by email that your e-file software has been approved for NYS e-file. We can also approve software by primary form. This will allow you to release your software product in phases. A list of approved e-file software will be posted on our Web site, with a link to the software developers' Web site (if provided by the software developers).

### **Our contact emails**

Personal Income Tax: [NYSPITMEF@tax.ny.gov](mailto:NYSPITMEF@tax.ny.gov)  
Partnership: [NYSPARTMEF@tax.ny.gov](mailto:NYSPARTMEF@tax.ny.gov)  
Fiduciary: [NYSFIDMEF@tax.ny.gov](mailto:NYSFIDMEF@tax.ny.gov)