



Department of Taxation and Finance

Letter of Intent (LOI) to Develop MeF Personal Income Tax E-file Software For Tax Year 2018

If you are a software developer (SWD) who plans to market or distribute software for preparation and e-filing of New York State (NYS) personal income tax forms, you **must** complete this form before you can begin testing. If you have more than one product you need to complete and submit a separate letter of intent for each product; each product must have its own software identification.

We need this information to ensure that:

- 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
- all issues in production are identified, communicated, and corrected.

Instructions

- Complete all the relevant vendor information fields below. You may choose your own NYS software ID. This may be up to 10 alpha/numeric characters.
- In the *Supported Forms - XML/PDF* section, check the boxes that correspond to the forms that your software will provide. Indicate any relevant information that pertains to the forms in the corresponding *Comments* section.
- When completed, save a copy of this file and return via email to NYSPITMEF@tax.ny.gov.

Notify us of any changes

After you submit this letter, if you change the forms you have included in your software package, you must notify us within seven days. An updated LOI and additional testing may be required.

Software errors

The following steps **must** be taken to ensure the mitigation of production errors:

- Immediately notify the New York State Department of Taxation and Finance (NYS DTF) of any software errors as they are identified during the filing season.
- Discuss with NYSDTF options to correct errors
- Make every reasonable effort to test with NYSDTF before moving changes to production
- Correct software errors identified by the Internal Revenue Service (IRS), NYSDTF, or you, as the SWD, and distribute updates of your software packages to your users.
- The SWD **must** supply NYSDTF with the specific resolution and date when the software fix is released.
- Failure to comply may result in suspension from the program.

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

NYS software ID

Product name

EFIN

ETIN

NACTP member:	Yes	No	Member ID#	Paper vendor ID # (if different from NACTP #)
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Contact information

Legal name

Firm name

Address

City	State	ZIP code
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Website or URL

Primary contact name

E-mail address

Phone number	Ext
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Secondary contact name

E-mail address

Phone number	Ext
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Responses to the following items are required. Please confirm your support for:

Linked returns	Unlinked returns	Yes	No
Foreign address			
NYS W-2 Verification Indicator			
PDF attachments			

As part of the NYS vendor agreement, SWDs are required to submit a National Letter of Intent (NLOI).
 Have you submitted an NLOI? Yes No Date submitted

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, generate of LEADS reports, STAR requirements, etc) 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		Unique identifier
Contact person	Email address	Phone
Rebranded product name		Unique identifier
Contact person	Email address	Phone
Rebranded product name		Unique identifier
Contact person	Email address	Phone
Rebranded product name		Unique identifier
Contact person	Email address	Phone
Rebranded product name		Unique identifier
Contact person	Email address	Phone

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

For rebranded products, NYSDTF has the following requirements for e-file ATS approval

Complete the full e-file ATS approval

Complete an abbreviated e-file ATS approval

Not required to complete e-file ATS approval

Mandatory Forms - extensible markup language (XML) Only

Indicate your support for the following forms. *XML* indicates support for the form in XML.

Note: New supported forms for tax year 2018 are marked with an asterisk (*).

Form	XML	Form	XML	Form	XML	Form	XML
<u>Main forms</u>							
IT-201		IT-201-ATT		IT-225		IT-606	
IT-201-X		IT-203-A		IT-241		IT-639	
IT-201		IT-203-ATT		IT-245		IT-641	
IT-201-X		IT-203-B Sch A		IT-249		IT-647	
IT-203		IT-203-B Sch B-C		IT-255		IT-649*	
IT-203-X		IT-203-C		IT-256		IT-2105.9	
IT-2105		IT-209		IT-258		NYC-208	
NYC-208		IT-212		IT-272		Y-203	
NYC-210		IT-213		IT-280		<u>Wage statements</u>	
<u>Attachments</u>							
		IT-214		IT-360.1		W-2	1099-R
IT-112-R		IT-215		IT-398		W-2G	
IT-119		IT-216		IT-399		1099-DIV	
IT-182		IT-217		IT-601		1099-G	
IT-195		IT-219		IT-603		1099-INT	
IT-196*		IT-222		IT-604		1099-MISC	

Comments:

Supported Forms - XML / portable document format (PDF)

Indicate your support for the following forms. *XML* indicates support for the form in XML. *PDF* indicates support for the form as an attached PDF.

Note: New supported forms for tax year 2018 are marked with an asterisk (*).

Form	XML	PDF	Form	XML	PDF	Form	XML	PDF
IT-112.1			IT-252			IT-637		
IT-112-C			IT-253			IT-638		
IT-135			IT-257			IT-640		
IT-203-F			IT-261			IT-642		
IT-211			IT-501			IT-643		
IT-212-ATT			IT-602			IT-644		
IT-221			IT-605			IT-645		
IT-223			IT-607			IT-646		
IT-230			IT-611			IT-648*		
IT-236			IT-611.1			IT-650*		
IT-237			IT-611.2			IT-6-SNY		
IT-238			IT-612			DTF-621		
IT-239			IT-613			DTF-622		
IT-242			IT-631			DTF-624		
IT-243			IT-633			DTF-626		
IT-246			IT-634			DTF-630		
IT-248			IT-635			DTF-686		
IT-250			IT-636					
IT-251								

Comments:

State Driver License (DL)/Non-Driver ID Card(ID) Expectations

NYS will reject e-filed returns if the DL or ID card information is not included with the tax return. This applies to all main form submissions and standalones (Forms IT-201, IT-201-X, IT-203, IT-203-X, IT-214, NYC-208, and NYC-210). This applies to both the prime taxpayer and spouse taxpayer (when present). The user can also indicate that they do not possess a valid driver license or state-issued ID (DoNotHaveDrvrLcnsOrStlssdId).

NYS requires that the DL or ID card information be collected when available for extensions and estimated tax payments (Forms IT-370 and IT-2105). The user can also indicate they do not possess a valid driver license or non-driver ID card (DoNotHaveDrvrLcnsOrStlssdId) or they did not provide a driver license or non-driver ID card (DidNotProvideDLOrStlssdId).

NYS will reject e-filed returns if the DL or ID card information (DrvrLcnsNum or StateLssdIdNum) is not properly formatted when issued by NYS. NYS-issued DL or ID cards contain only numerics and are 9 digits in length. This applies to all main form submissions, extensions, and standalones (Forms IT-201, IT-201-X, IT-203, IT-203-X, IT-370, IT-214, NYC-208, and NYC-210).

NYS will reject e-filed returns that do not include the three-character document number (DrvrLcnsAddInfo or StateLssdIdAddInfo) for the prime and/or spouse(when present) when a NYS issued DL or ID card is entered. This applies to all main form submissions, extensions, and standalones (Forms IT-201, IT-201-X, IT-203, IT-203-X, IT-370, IT-214, NYC-208, and NYC-210).

Note: the schema will be limited to only capturing the first 3 characters

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 NYS generated from this software will be electronically filed from the initially approved product version, or a subsequent product update.

I acknowledge that NYS will be notified immediately of any incorrect and/or missing calculation or e-file data element for any electronically filed returns submitted to NYS.

I acknowledge that software errors identified by the IRS, NYS DTF, or the SWD, will be immediately corrected and updates distributed to users. The SWD **must** supply NYS DTF with the specific resolution and date when the software fix is released. I understand that failure to correct any errors or issue timely releases may result in suspension from the program.

I acknowledge New York State's driver license and non-driver ID card requirements.

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 New York State Department of Taxation and Finance reserves the right to revoke approval acceptance of any company and thereby refuse to accept any additional returns from such software company that does not adhere to above stated requirements.

As an approved New York State provider 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 New York State Department of Taxation and Finance has the right to deny, suspend, or terminate my account.

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