



Mark A. Burghart, Secretary

Governor Laura Kelly

2024 – 2025

LETTER OF INTENT

TO PRODUCE SUBSTITUTE OR REPRODUCED FORMS

_____ agrees to abide by the policies, procedures, and
(Company Name)
guidelines published by the Kansas Department of Revenue concerning the development of substitute or reproduced forms. The requirements include but are not limited to the following:

- First submittals of scannable and non-scannable forms must be received by **December 2, 2024**, to be used by the first of the year. (Income, Homestead, Fiduciary, Corporate, S-Corp, and Privilege)
- **No** first submittals of scannable forms will be accepted after **March 10, 2025**.
- Companies or individuals who develop substitute tax forms or products must meet the placement and data requirements in accordance with the guidelines “Pub. KS-1648 Specifications and Approval Requirements for Reproducing State Tax Forms” issued by the Kansas Department of Revenue.
- Software Developers/Vendors and Forms library products must be able to print a banner on all affected “returns/voucher” forms, where incorrect variable (data) has been entered in a format other than what is specified by the Kansas Department of Revenue. The banner must be 18pt font **bold** and be printed on the return/voucher; to alert the user that incorrectly formatted data has been entered. The Kansas Department of Revenue recommends using: **“INCOMPLETE DATA: DO NOT FILE”**. This banner is to allow the Kansas Department of Revenue to readily identify these forms to reject them.
- Refrain from selling, releasing, licensing, or distributing tax packages to customers or clients prior to receiving approval for each tax form included in the package. – Due to the large number of **“DRAFT”** forms being filed, not approved or non-submitted forms are **not** to be included in the release of any software package.
- Notify customers or clients of the computer hardware requirements, including printers, printer fonts, font cartridges, specialty fonts, etc., necessary to produce our company’s scannable/substitute tax forms that were approved by the Kansas Department of Revenue.
- Notify the Kansas Department of Revenue, and our customers / clients immediately if computation errors or other variable data errors are found. Promptly correct errors in the company’s products and substitute tax forms. Provide the Kansas Department of Revenue with proof(s) showing that the company has corrected the errors and notified customers or clients of the corrections.
- Authorize the Kansas Department of Revenue to include the name of our company in various public information materials designed to inform practitioners and the public about software developers who have agreed, complied, or failed to comply with the specifications for reproducing tax forms.

Signature

Title

Date

Please email our new vendor liaison Shannon Herin at KDOR_VendorFormsContact@ks.gov, no later than **August 30, 2024**.

July 11, 2024

Your forms will not be tested until received.

CONTACT INFORMATION

(Information here must be completed for each contact handling Kansas Department of Revenue tax forms within the company)

Company Name		SDC (KS Software Developer Code*)	
Mailing Address	City	State	Zip
Main Contact Name		Contact Email Address	
Telephone Number	Fax Number	Technical Support Telephone Number	
Secondary Contact Name		Email Address	
Telephone Number	Fax Number	Technical Support Telephone Number	
Product Name(s)		Website Address	

DATES

**Kansas forms will be submitted for testing date:

Software release date:

* If you do not have a Kansas Software Developer Code, leave field blank and one will be assigned. Your LOI will be sent back with SDC field completed.

** All first submittals of scannable forms must be received by Dec. 2, for software to be released with approved forms by Jan. 1.

COMPANY INFORMATION

Our company:

- develops substitute tax forms, using our own software program to submit our return(s) to Kansas. Please include a separate sheet with the name(s) of the tax software product(s) that your company will produce containing Kansas Department of Revenue tax forms.
- develops Online software that offers E-file and/or Web-file
- develops substitute forms and/or software and sells to secondary companies. (Enclose a list of all secondary companies that purchase forms and/or software from your company. This list MUST contain the same information as the "Contact Information" section above and a list of Kansas's forms provided by your company to **each** secondary company. All secondary companies must complete a "Letter of Intent" and submit form(s) for approval.)
- offers over-the counter software

How can someone obtain your software? _____

How do you notify your customers/clients of form changes, to know the version they are using and when to update software?

SCANNABLE FORMS

If different areas within a company or different software/programs are used for the same forms, please indicate the names next to the form when the form(s) are submitted for approval. Each area or one for the whole company can complete a Letter of Intent. Check all that apply.

- | | | | | |
|---------------------------------|----------------------------------|---|--------------------------------------|----------------------------------|
| <input type="checkbox"/> K-40 | <input type="checkbox"/> K-40H | <input type="checkbox"/> K-120/120AS | <input type="checkbox"/> K-130/130AS | <input type="checkbox"/> K-40ES |
| <input type="checkbox"/> Sch S | <input type="checkbox"/> K-40PT | <input type="checkbox"/> K-120EX | <input type="checkbox"/> K-130V | <input type="checkbox"/> K-41ES |
| <input type="checkbox"/> Sch CR | <input type="checkbox"/> K-40SVR | <input type="checkbox"/> K-120V | | <input type="checkbox"/> K-120ES |
| <input type="checkbox"/> Sch A | <input type="checkbox"/> K-41/18 | <input type="checkbox"/> K-120S/120S AS | | <input type="checkbox"/> K-130ES |
| <input type="checkbox"/> K-40V | <input type="checkbox"/> K-41V | | | |

NON-SCANNABLE FORMS

Check all forms that apply for the whole company not sections within company. If forms will be added to your software package during the year and after your initial LOI was submitted, check the additional form(s) that are being added and submit a new LOI with the form(s) requesting approval.

- | | | | | | | |
|------------------------------------|--------------------------------|---------------------------------|--------------------------------|-----------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> CM-15* | <input type="checkbox"/> K-4U* | <input type="checkbox"/> K-36 | <input type="checkbox"/> K-56 | <input type="checkbox"/> K-82 | <input type="checkbox"/> K-205 | <input type="checkbox"/> ST-28D* |
| <input type="checkbox"/> CM-16* | <input type="checkbox"/> K-9 | <input type="checkbox"/> K-37 | <input type="checkbox"/> K-57* | <input type="checkbox"/> K-83^ | <input type="checkbox"/> K-206 | <input type="checkbox"/> ST-28F* |
| <input type="checkbox"/> CR-16* | <input type="checkbox"/> K-24* | <input type="checkbox"/> K-38* | <input type="checkbox"/> K-59 | <input type="checkbox"/> K-84 | <input type="checkbox"/> K-210 | <input type="checkbox"/> ST-28G* |
| <input type="checkbox"/> CR-17* | <input type="checkbox"/> K-25* | <input type="checkbox"/> K-39* | <input type="checkbox"/> K-60 | <input type="checkbox"/> K-91 | <input type="checkbox"/> K-220 | <input type="checkbox"/> ST-28L* |
| <input type="checkbox"/> CR-18* | <input type="checkbox"/> K-26 | <input type="checkbox"/> K-40C* | <input type="checkbox"/> K-62* | <input type="checkbox"/> K-92 | <input type="checkbox"/> K-220S | <input type="checkbox"/> ST-28M* |
| <input type="checkbox"/> CR-108* | <input type="checkbox"/> K-27 | <input type="checkbox"/> K-42 | <input type="checkbox"/> K-68 | <input type="checkbox"/> K-93^ | <input type="checkbox"/> K-230 | <input type="checkbox"/> ST-28W* |
| <input type="checkbox"/> DIS | <input type="checkbox"/> K-28* | <input type="checkbox"/> K-43 | <input type="checkbox"/> K-69 | <input type="checkbox"/> K-94^ | <input type="checkbox"/> K-230S^ | <input type="checkbox"/> ST-31* |
| <input type="checkbox"/> DO-5* | <input type="checkbox"/> K-29 | <input type="checkbox"/> K-44 | <input type="checkbox"/> K-70 | <input type="checkbox"/> K-120EL* | <input type="checkbox"/> K-260 | <input type="checkbox"/> ST-201* |
| <input type="checkbox"/> DO-10* | <input type="checkbox"/> K-30 | <input type="checkbox"/> K-46 | <input type="checkbox"/> K-73^ | <input type="checkbox"/> K-121* | <input type="checkbox"/> KS-2848 | <input type="checkbox"/> ST-203* |
| <input type="checkbox"/> DO-41 | <input type="checkbox"/> K-31 | <input type="checkbox"/> K-47 | <input type="checkbox"/> K-76 | <input type="checkbox"/> K-121S | <input type="checkbox"/> PR-70B* | <input type="checkbox"/> Sch FHBS |
| <input type="checkbox"/> Form 200+ | <input type="checkbox"/> K-33* | <input type="checkbox"/> K-48 | <input type="checkbox"/> K-77^ | <input type="checkbox"/> K-131* | <input type="checkbox"/> RF-9 | <input type="checkbox"/> ST-28* |
| <input type="checkbox"/> K-4* | <input type="checkbox"/> K-34^ | <input type="checkbox"/> K-53* | <input type="checkbox"/> K-79^ | <input type="checkbox"/> K-139* | <input type="checkbox"/> ST-28A* | |
| <input type="checkbox"/> K-4C* | <input type="checkbox"/> K-35 | <input type="checkbox"/> K-55* | <input type="checkbox"/> K-81* | <input type="checkbox"/> K-139F* | <input type="checkbox"/> ST-28C* | |

^ New forms (If more are added, the LOI will be reposted)

+ Form 200 is not K-200 or KS-200

* Forms that have **no changes will not be posted** on the FTA SES. Once you have sent in your LOI and the first scannable form, I will add forms with no changes to the approval list. Your approval from 2023 will still be good for **2024** regarding only non-scannable forms listed above.