

ALABAMA DEPARTMENT OF REVENUE
INDIVIDUAL AND CORPORATE TAX DIVISION
**Software Developer Letter of Intent
and Compliance Agreement for Tax Year 2020
for Alabama Paper Vendors**

By submitting this Letter of Intent (LOI) to the Alabama Department of Revenue, you are agreeing to meet our standards for software provider registration, all tax preparation software, and substitute forms.

Failure to meet the standards or requirements set forth in this LOI may result in the denial of your application or the removal of your organization as an approved software provider, and the rejection of all electronic or paper returns submitted using your products.

You must complete a separate LOI form for each unique product your company offers. If you submit an incomplete form, your request to participate in electronic or paper submissions may be denied.

This form must be completed and submitted to icforms.officer@revenue.alabama.gov prior to submitting test or production returns and is due no later than **October 1, 2020.**

NAME OF COMPANY	PRODUCT NAME	STATE SOFTWARE ID
DBA NAME	NACTP VENDOR ID	STATE TAX NUMBER (IF APPLICABLE)
ADDRESS	PRODUCT ADDRESS/URL	COMPANY FEIN
CITY	STATE	ZIP CODE

If you have more than one product name, list your other product names here:

REGULATORY/COMPLIANCE CONTACT	PHONE NUMBER ()	EMAIL ADDRESS
PRIMARY INDIVIDUAL FORMS CONTACT	PHONE NUMBER ()	EMAIL ADDRESS
SECONDARY INDIVIDUAL FORMS CONTACT	PHONE NUMBER ()	EMAIL ADDRESS
PRIMARY BUSINESS FORMS CONTACT	PHONE NUMBER ()	EMAIL ADDRESS
SECONDARY BUSINESS FORMS CONTACT	PHONE NUMBER ()	EMAIL ADDRESS

Does this product run on the same calculation engine with any of your other products? Yes No

If yes, list all products that runs on this calculation engine:

Do you use ADOR forms instead of developing your own forms? Yes No

Authorized access to the State Exchange System

Please provide information for the employees you are authorizing to have access to the State Exchange System. The tax type box should include all the tax types individuals are authorized to access.

NOTE: Even if the individuals are the same as what you've listed on the first page, please include them in this section as well.

COMPANY NAME	FIRST AND LAST NAME	EMAIL ADDRESS	PHONE NUMBER ()
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AUTHORIZED ACCESS

Individual Corporate Financial Institution Excise Fiduciary Pass-Through Business Privilege Withholding All Tax Types

COMPANY NAME	FIRST AND LAST NAME	EMAIL ADDRESS	PHONE NUMBER ()
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AUTHORIZED ACCESS

Individual Corporate Financial Institution Excise Fiduciary Pass-Through Business Privilege Withholding All Tax Types

Please attach additional sheets with authorized users if necessary. The list you provide must include the information requested in the table above.

Rebranded Software Products

Complete this section if your product is rebranded.

In order for the software to be considered rebranded, changes cannot be made to the software requirements and output(s). As the Software company selling and/or licenses your product to a third-party, it is your responsibility to make sure the rebranded product reflects the current software requirements and output(s). Enter the appropriate class code for the rebranded product in class code box below.

- **Class Code 1:** Software products sold/licensed to a third-party user and the third-party user has the ability to add their own logos and/or splash screens. They cannot modify calculations in the program.
- **Class Code 2:** Software products sold/licensed to a third-party user and the third-party has the ability to alter/change calculations in the program.

REBRANDED PRODUCT NAME	CLASS CODE	ETIN (IF APPLICABLE)	CONTACT PERSON	PHONE ()	EMAIL ADDRESS
REBRANDED PRODUCT NAME	CLASS CODE	ETIN (IF APPLICABLE)	CONTACT PERSON	PHONE ()	EMAIL ADDRESS
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REBRANDED PRODUCT NAME	CLASS CODE	ETIN (IF APPLICABLE)	CONTACT PERSON	PHONE ()	EMAIL ADDRESS

For Rebranded Products, the Alabama Department of Revenue has the following requirements for paper forms and/or e-file ATS approval:

- Rebranded Products [with class code 1] are required to complete an abbreviated e-file ATS/paper form approval process.
- Rebranded Products [with class code 2] are required to complete the full e-file ATS/paper form approval process.

Types of Software Product (Check only one) DIY/Consumer (Web-Based) Professional/Paid Preparer (Web-Based) DIY/Consumer (Desktop) Professional/Paid Preparer (Desktop)**Tax Types Supported****Forms and Schedules Supported** Please check the box next to the forms your company will be supporting.**Individual Income Tax** 40A – Individual Income Tax Return (Short Form)

- Schedule W-2 – Wages, Salaries, Tips, etc.
- 40V – Individual Income Tax Payment Voucher

 Form 40 – Individual Income Tax Return

- Schedule W-2 – Wages, Salaries, Tips, etc.
- Schedule HOF – Head of Family Schedule
- Schedule DS – Dependents Schedule
- Schedule A – Itemized Deductions
- Schedule B – Interest and Dividend Income
- Schedule DC – Donation Check-Offs
- Schedule CR – Credits for Taxes Paid to Other States
- Schedule D – Net Profit or Loss
- Schedule E – Supplemental Income and Loss
- Schedule AAC – Alabama Adoption Tax Credit
- Schedule AATC – Alabama Accountability Tax Credit
- 40V – Individual Income Tax Payment Voucher
- NOL-85 – Computation of Net Operating Loss
- NOL-85A – Net Operating Loss Carryback or Carryforward
- Schedule KRCC-I – Recipient's Share of Capital for Individual Taxpayers
- Schedule OC – Other Available Credits

 Form 40NR – Individual Non-Resident Return

- Schedule W-2 – Wages, Salaries, Tips, etc.
- Schedule HOF – Head of Family Schedule
- Schedule DS – Dependents Schedule
- Schedule A – Itemized Deduction
- Schedule B – Interest and Dividend Income
- Schedule D – Profit from Sale of Real Estate, Stocks, Bonds, etc.
- Schedule E – Income from Rents, Royalties, Partnerships, Estates, Trust, and S Corporation
- Schedule AAC – Alabama Adoption Tax Credit
- Schedule AATC – Alabama Accountability Tax Credit
- 40V – Individual Income Tax Payment Voucher
- NOL-85 – Computation of Net Operating Loss
- NOL-85A – Net Operating Loss Carryback or Carryforward
- Schedule KRCC-I – Recipient's Share of Capital for Individual Taxpayers
- Schedule OC – Other Available Credits
- Schedule CP – Composite Payments

 2210AL – Underpayment of Estimated Tax by Individuals EOO – Alabama E-file Opt Out Election Form 40ES – Estimated Tax 4952A – Investment Interest Expense Deduction**Corporate Income Tax** 20C – Corporation Income Tax Return

- Schedule AB – Add-Back Form
- Schedule BC – Business Credits
- Schedule B-1 – Alabama Net Operating Loss Carryforward Acquisitions

- Schedule KRCC-B- Recipient's Share of Capital Credit for Business Entities, Including Trusts
- Schedule OZ- Gains Invested in Qualified Opportunity Zone Funds
- Schedule CP-B- Composite Payments
- Schedule FTI- Schedule of Adjustments to Federal Taxable Income

 BIT-V- Business Income Tax Payment Voucher 20C-C – Consolidated Corporation Income Tax Return BIT-V- Business Income Tax Payment Voucher 2220 AL – Underpayment of Estimated Tax for Corporations 20C-CRE – Elect on to File Consolidated Corporate Income Tax Return**Financial Institution Excise Tax** ET 1 – Financial Institution Excise Tax Return

- Schedule EC – Excise Credits
- Schedule B-1- Alabama Net Operating Loss Carryforward Acquisitions
- Schedule OZ- Gains Invested in Qualified Opportunity Zone Funds
- Schedule CP-B- Composite Payments
- Schedule FTI- Schedule of Adjustments to Federal Taxable Income
- Schedule PCL- Consolidated Parent Company Loss Allocation Schedule
- FIE-V - Financial Institution Excise Tax Payment Voucher

 ET 1C – Consolidated Financial Institution Excise Tax Return FIE-V - Financial Institution Excise Tax Payment Voucher 2220E- Underpayment of Estimated Tax for Financial Institutions ET-C- Election to File Consolidated Financial Institution Excise Tax Return**Fiduciary Income Tax** 41 – Fiduciary Income Tax Return

- Schedule D – Profit or Loss from Sales of Assets
- Schedule E – Supplemental Income and Loss
- Schedule ESBT – Worksheet for Electing Small Business and Qualified Subchapter S Trusts
- Schedule K-1 (41) – Financial Income Tax Beneficiary Information
- Schedule G – Grantor Statement of Income, Deductions, Credits
- Schedule FC – Fiduciary Credits
- NOL-F85 – Computation of Net Operating Loss
- NOL-F85A – Application of Net Operating Loss, Carryback or Carryforward
- Form KRCC-Project/Distributing Entity Share of Capital Credit
- Schedule KRCC-B- Recipient's Share of Capital Credit For Business Entities, Including Trusts
- FDT-V - Fiduciary Income Tax Payment Voucher

 Form 4952A-Investment Interest Expense Deduction EST 1-Application for Estate Tax Waiver**Pass-Through Entity Tax** 65 – Partnership/Limited Liability Company Return of Income

- Schedule K-1 (65) – Owner's Share of Income, Deductions, Credits, etc.
- Schedule PAB – Add Back Form
- Schedule QIP-C – Qualified Investment Partnership Certification
- Schedule PC – Pass-Through Credits

- Schedule NRC-Exempt – Subchapter K Affidavit of Exemption by Nonresident
- Schedule OZ- Gains Invested in Qualified Opportunity Zone Funds
- Form KRCC- Project/Distributing Entity Share of Capital Credit
- PTE-V - Pass Through Entity Payment Voucher
- Schedule NMC- Affordable Housing Member Consent Agreement
- PTE-R - Request for Relief of Composite Payment
- 20S - S-Corporation Information/Tax Return
 - Schedule K-1 (20S) – Shareholder's Share of Income, Deductions, Credits, etc.
 - Schedule PAB – Add Back Form
 - Schedule PC – Pass-Through Credits
 - Schedule OZ- Gains Invested in Qualified Opportunity Zone Funds
 - Form KRCC-Project/Distributing Entity Share of Capital Credit
 - Schedule KRCC-B-Recipient's Share of Capital Credit For Business Entities, Including Trusts
 - PTE-V - Pass Through Entity Payment Voucher
- Schedule NRA - Alabama S Corporation Nonresident Agreement
- Schedule NRA-IC- Alabama Investment Credit Nonresident Agreement
- PTE-R/NRA-R- Request for Relief of Composite Payment/ Alabama Composite Payment Relief Nonresident Agreement
- 2220AL - Underpayment of Estimated Tax for Corporations
- PTE-C - Nonresident Composite Payment Return
 - Schedule PTE-CK1
 - Schedule NRC - Exempt - Subchapter K Affidavit of Exemption by Nonresident
 - PTE-V - Pass Through Entity Payment Voucher
- Schedule AL-CAR – Secretary of State Corporation Annual Report
- BPT-NW – Balance Sheet- New Worth Computation (For Forms CPT and PPT)
- BPT-V – Business Privilege Tax Payment Voucher
- Schedule G – Financial Institution Group Computation Schedule
- PPT – Business Privilege Tax Return and Annual Report (Pass-Through Entities)
 - Schedule AL-CAR – Secretary of State Corporation Annual Report
 - BPT-NW – Balance Sheet- New Worth Computation (For Forms CPT and PPT)
 - BPT-NWI – Balance Sheet - Net Worth Computation (PPT)
 - BPT-V – Business Privilege Tax Payment Voucher
- Schedule BPT-E – Family Limited Liability Entity Election Form (PPT)

Withholding Tax

- A-1 – Employer's Quarterly Return of Income Tax Withheld
- A-3 – Annual Reconciliation of Alabama Income Tax Withheld
- A-4 – Employee's Withholding Tax Exemption Certificate
- A-4MS – Nonresident Military Spouse Withholding Tax Exemption Certificate
- A-6 – Employer's Monthly Return of Income Tax Withheld
- WNR-V – Withholding on Sales or Transfers of Real Property and Associated Tangible Personal Property by Nonresidents Payment Voucher

Electronic Forms

- AL8453 – Individual Income Tax Declaration for Electronic Filing
- AL8453-OL – Individual Income Tax Declaration for On-Line Filing
- AL8453-B – Business Privilege Declaration for Electronic Filing
- AL8453-C – Corporate Declaration for Electronic Filing
- AL8453-FDT – Fiduciary Declaration for Electronic Filing
- AL8453-PTE – S-Corporation/Partnership Declaration for Electronic Filing

Business Privilege Tax

- BPT-IN – Business Privilege Tax Initial Privilege Tax Return
 - BPT-V – Business Privilege Tax Payment Voucher
- CPT – Business Privilege Tax Return and Annual Report (C Corporation and Other Specified Entities)

Agency Requirements

This section identifies agency requirements expectations for communicating information to users of the software product.

Issue Notification And Resolution Requirements

This section represents the Alabama Department of Revenue issue notification and issue resolution standards.

Data Breach Reporting

The Alabama Department of Revenue is committed to fighting stolen identity refund fraud. You must adhere to the IRS e-File Security, Privacy and Business Standards Mandated as of January 1, 2010. This mandate requires reporting security incidents as soon as possible, but no later than the next business day after the confirmation of the incident.

The Alabama Department of Revenue must be notified within 48 hours if at any time it is discovered that your system (or any third party system holding or with access to your taxpayer data) has been breached or compromised exposing taxpayer personal information and/or user id information – including but not limited to SSNs, user names, and passwords. You are hereby obligated to notify the Alabama Department of Revenue within 48 hours of the discovery of the breach. Notice must be made directly to the e-File Coordinator in addition to submitting the affected accounts through the leads reporting process. Failure to notify the Department could result in your software being blocked from the electronic filing of Alabama returns.

Production Return Submission Requirements

All returns generated from this software must be electronically filed or printed from the initially approved software or a subsequent product update.

Product Update Requirements

Users/customers of desktop products who attempt to file 10 or more business days after a production release, must be required to download and apply the product update.

Schema Requirements

Your software must adhere to the schema requirements included in the authentication and return header. Agency schema information and requirements can be found on SES.

Testing and Submission Requirements

All e-file ATS and substitute forms tests submitted during the approval process must be created in, and originate from, the actual software.

System Security Requirements

You are responsible for implementing appropriate security measures to protect taxpayers and their information in your system. This includes but is not limited to when it is on-line, off-line, at rest, and in transit. The Alabama Department of Revenue does not prescribe the security requirements for your system. Cyber security resources such as the National Institute of Standards and Technology or the Department of Defense Security Technical Implementation Guide are examples of national resources available to assist you with this process.

Customer Communications

This section identifies information the Alabama Department of Revenue is requiring the software providers to communicate with customers.

Documents and Materials

Alabama Department of Revenue paper form documentation will be posted/provided at the following locations:

FTA State Exchange System (SES)

Refund Expectations

The Alabama Department of Revenue is providing a URL and/or a statement about refund processing. Industry partners must use this statement and/or URL or other method prescribed by the agency in all products. The messages must be shown to end-users within the software in a way to maximize the likelihood the message is read.

Statement

For the most up-to-date information concerning the status of your current year refund, call 1-855-894-7391 or check our website at www.revenue.alabama.gov, then click on "Where's My Refund. Return processing times vary depending on many factors, including complexity of the return and our identity verification processes. Please allow 8 to 12 weeks to receive your refund.

The Department is once again converting some tax refunds to a paper check that were requested to be delivered by direct deposit. Making this change is intended to prevent criminals from easily diverting fraudulently filed refunds to their own accounts. Avoiding potential refund fraud by sending paper checks outweighs taking the risk of sending a refund electronically to the wrong party.

State Driver's License/ID Card Expectations

The Alabama Department of Revenue is providing the following expectations and information:

For printed/paper forms requesting the DL/ID Card Information:

- Alabama Department of Revenue requests the DL/ID Card Information on the form(s) be masked

The Alabama Department of Revenue is providing a URL and/or a statement for the DL/ID Card. All Do It Yourself (DIY) and Tax Professional software packages must include this information in your software. The messages are expected to be displayed within the software in a way to maximize the likelihood the message is read.

Statement

To assist Taxpayers and Tax Professionals filing returns, Alabama Department of Revenue is providing a URL and/or a statement regarding expectations for the DL/ID Card. Industry partners will use this statement or URL to communicate and help set the appropriate expectations with external stakeholders. The Alabama Department of Revenue is committed to fighting stolen identity refund fraud. To that end, the Department request that taxpayer's driver license number or State Issued ID number, as well as the state that issued it, the issue date and expiration date be submitted with the return. Omitting any of this information will cause your return to be rejected and a paper return must be filed.

Questions, Requirements, Standards and Recommendations

Do you require your users/customers to download and apply product updates to continue to electronically file and/or print tax returns with your software? Please explain the timeline and process for this once an update is available for your product.

2020 Guidelines for Reproduced Tax Forms

Introduction

The Alabama Department of Revenue (ADOR) accepts substitute or reproduced tax forms for approval prior to Income Tax filing season. The department has established these guidelines for software developers, computer tax processors, commercial printers, business forms companies, and any individual or business that plans to market, distribute, or file reproduced tax forms in any manner.

The term "form" as used in these guidelines includes tax returns, schedules, statements, and payment vouchers.

All substitute forms are required to look like the official ADOR forms and must be capable of being processed in the same manner as the official forms.

Complete and submit a signed copy of the Alabama Paper Vendor Registration form LOI-P to icforms.officer@revenue.alabama.gov. This form

is required to be sent in by October 1, 2020. Reproduced forms submitted without a registration form on file will not be reviewed for approval.

What's New For TY2020

1. Please review our handbook and test package posted on SES.
2. Please submit all request for form content approval to icforms.officer@revenue.alabama.gov
3. Please submit all request for 1-D and 2-D barcode approval to icforms.officer@revenue.alabama.gov

Reminders

Please make sure you submit your forms with the Request for Substitute Forms Approval Sheet, Barcode Approval Sheet, or your companies' version of these sheets.

Approval – Original Submission

All reproduced forms must be approved by the ADOR. Most Income Tax forms are updated annually for form content. Forms that were not updated from the prior year are not required for re-approval; however forms are required to be submitted for barcode approval each year. **It is the responsibility of the company to maintain the current version of all forms.**

Forms are required to be submitted for review prior to distribution or released to customers. A form that has not been approved, but is included in the release of a product, **must have a prominent notice on the form stating that it has not been approved for filing and should not be filed.** The department reserves the right to deny and/or reject any form that does not follow the guidelines specified in this document.

1. A Request for Substitute Forms Approval sheet **is required** to accompany each form/group of forms submitted for form content approval. A Request for Barcode Approval Sheet **is required** to accompany each form/group of forms submitted for barcode approvals. Check the "Original" box and list the Alabama forms code of each form being submitted for approval.
2. Tax Returns/Forms – Scenarios will include a sufficient number of returns to ensure all keyed fields are tested. All test scenarios included in the vendor barcode requirements for returns and vouchers are mandatory submissions as required by the department. If you submit less than what has been provided, you will be asked to resubmit the required number of forms.

Guidelines and Requirements

Be sure to review and adhere to the layout and barcode requirements prior to submission. Refer to the State Exchange System website at: <https://taxadmin.kiteworks.com>.

Scanned/Optical Character Recognition (OCR) Forms

Scanned/OCR forms (individual and business) require a sufficient number of filing scenarios to ensure all keyed fields are tested. These scenarios will be verified and validated for the printed test data on the forms matching the required field layouts in the barcodes. Therefore, the department **will no longer accept** any test scenarios created by the vendors but has provided scenarios for each form on the State Exchange System website that are documented in the barcode requirements.

If the forms being submitted do not contain the required test scenarios provided by the department, your scenarios will not be reviewed, and you will be asked to resubmit with the required test scenarios.

Forms/Barcodes Submission

Substitute form developers must submit forms by electronic mail. Electronic mail requires forms to be sent in a portable document format (PDF) and will be printed using Adobe Reader 9 or later version. Please send forms for Form Content Approval to icforms.officer@revenue.alabama.gov. Please send Barcode Approvals to icforms.officer@revenue.alabama.gov. We do not send confirmation of receipt of forms. You will be notified by email, generally within 10 business days, of your approval of form content and barcode reviews. Your Alabama vendor identification number **must** appear in the bottom right corner on each page of the forms being submitted for form content and 1-D and 2-D barcode approval.

The vendor code for all vouchers **must** be placed in the designated vendor code field located in the title of the voucher.

Please make sure your vendor code is in the subject line of the emails submitted.

If there are problems in scanning the 1-D and 2-D barcode forms, you will be notified by electronic mail to re-submit the forms in paper format by USPS or Federal Express mail services to the following address:

Alabama Department of Revenue
Gordon Persons Building
Room 4227
50 North Ripley Street
Montgomery, AL 36132

****FORMS WILL NOT BE ACCEPTED FOR ORIGINAL BARCODE OR CONTENT APPROVAL AFTER 12/02/2020.**

Issues or Concerns

If you have any issues or concerns regarding the Form Content or Barcode Approval Process for Individual Income and Business Tax forms, please contact icforms.officer@revenue.alabama.gov.

Acknowledgments and Signature:

I agree to provide true, accurate, current, and complete information. By signing this agreement, my company agrees to all of the requirements listed in this document. **The Alabama Department of Revenue** reserves the right to deny, suspend or terminate my company's ability to submit returns.

AUTHORIZED REPRESENTATIVE PRINTED NAME	AUTHORIZED REPRESENTATIVE EMAIL ADDRESS	
AUTHORIZED REPRESENTATIVE SIGNATURE	AUTHORIZED REPRESENTATIVE PHONE NUMBER ()	DATE

Complete this signature line if this is an amended Letter of Intent

AUTHORIZED REPRESENTATIVE SIGNATURE	AUTHORIZED REPRESENTATIVE PHONE NUMBER ()	AMEND DATE
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Comments and/or software limitations: (If the limitations are not listed, accomodations will not be considered during testing.)

Contact Information:

Andrea Wyatt

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