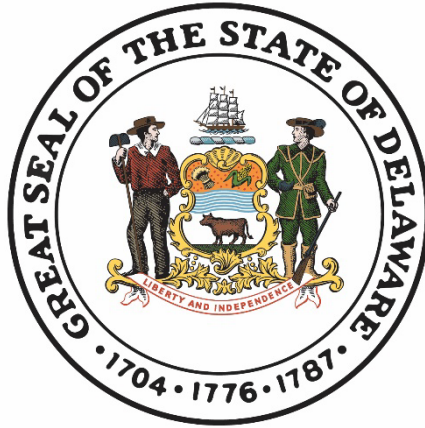


# Delaware Division of Revenue



## 2022

## Delaware Individual

### MeF E-File Handbook

*For Software Developers, Transmitters and EROs who file:*

**Delaware Individual Income Tax Returns  
via the Federal/State MEF System**

**October 2022**

**State of Delaware  
Division of Revenue**

820 N. French Street, Wilmington, DE 19801

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# SECTION 1                      Instructions for Electronic Filing

## Introduction

Delaware participates in the IRS Federal/State 1040 program. This allows the filing of both federal and state individual income tax returns using an XML format. The transmission method will be a Web service using Simple Object Access Protocol (SOAP), with attachments messaging.

Delaware accepts production individual income tax, corresponding forms and schedules and declaration payments by method of the Modernized e-File System (MeF). Delaware will accept all tax years supported by the IRS.

Authorized Electronic Return Originators (EROs) can submit returns to the IRS MeF system for federal and state return processing. Both Fed/State returns and State Only returns can be submitted through the Fed/State system, both requiring the appropriate federal return attachments. Each return (Fed/State or State Only) must be in a separate submission. Multiple submissions may be contained in a single message payload. Software developers must test with Delaware and receive approval prior to submitting live Fed/State or State Only returns.

## Important Form Information

### **Form PIT-RES**

- Copy of federal return required to be attached to the state return should include all corresponding schedules.

### **Form PIT-NON**

- Copy of federal return required to be attached to the state return should include all corresponding schedules.

## Help Desk

EROs, transmitters and software developers who need assistance can contact the Delaware e-File Help Desk at any time by e-mail at [REV\\_Mef\\_support@Delaware.gov](mailto:REV_Mef_support@Delaware.gov).

The Delaware Division of Revenue's web site <http://revenue.delaware.gov/> contains downloadable state forms and other information for Individual Tax e-File program participants. Our mailing address is:

Delaware Division of Revenue  
Carvel State Office Building  
820 N. French Street  
Wilmington, Delaware 19801

## Software Acceptance and Participation

Software developers must test with and receive acceptance from Delaware before submitting live production returns. To receive final approval, the software developer must transmit all the test returns, on one single transmission, without any error. All valid Delaware returns submitted from approved vendors will be accepted. A software developer who successfully completes the state testing process will receive a written verification upon completion of testing.

Software developers must provide the following information to the Delaware e-File Help Desk prior to submitting test transmissions:

- EFINs/ETINs (test and production) as assigned by IRS
- Contact person(s) name, telephone number, e-mail address
- Software Company name and business address

Software developers and other tax services providers must sign and submit the letter of intent prior to receiving access to any of the Delaware modernized e-file schemas, specifications, and test packet.

Because of the difficulty in determining the appropriate vendor contact, we ask that software developers include the vendor's ATS contact information in the Paid Preparer Information Group of the State submission packet. Failure to do this may result in an additional delay in obtaining the results of the vendor's submission.

## Tax Year 2022

For tax year 2022, Delaware encourages software developers to request the confirmation of the previous year's state adjusted gross income and net refund or net balance due amounts.

Effective October 2022, there are new business rules regarding the stateSchemaVersion and the manifest StateSubmissionTyp.

New forms added are as follows:

Form PIT-VCH (previous form name 200V)

## Publications

The following publications are available for your assistance:

- Publication 4164 Modernized e-File (MeF) Guide for Software Developers and Transmitters processing Year 2023
- Delaware 2022 Individual MeF e-File Handbook
- Delaware 2022 Individual Income Tax e-File Test Package
- Delaware individual tax forms for Resident Taxpayers (forms and instructions booklet)
- Delaware individual tax forms for Non-Resident Taxpayers (forms and instructions booklet)

## SECTION 2

### The Filing Process

#### What Can Be Transmitted Electronically

The Delaware electronic return will consist of data transmitted as well as supporting PDF and paper documents. In total, an electronic return contains the same information as a comparable return filed entirely on paper.

Following is a list of the XML forms that Delaware accepts electronically. Software developers are not required to support all the forms that Delaware accepts electronically. Any form with an asterisk (\*) is considered optional at the discretion of the software developer. EROs should take this into consideration when purchasing software and should verify with the software company that they will support the forms they desire to transmit electronically.

- Delaware Form PIT-RES – Resident Individual Income Tax Return
- Delaware Form PIT-NON – Non-Resident Individual Income Tax Return
- Delaware Form PIT-EXT – Individual Income Tax Extension Form (\*)

And the following supporting forms and schedules:

- Delaware Form PIT-RSS – Resident Schedule
- Delaware Form PIT-NNS – Non-Resident Schedule
- Delaware Form PIT-RSA – Resident Schedule A
- Delaware Form PIT-NSA – Non-Resident Schedule A
- Delaware Form PIT-STC – Special Tax Computation for Lump Sum Distribution
- Delaware Form PIT-UND – Underpayment of Estimated Taxes
- Delaware Form PIT-CRS – Credit Schedule
- Delaware Form PIT-CFR – Claim for Refund Due on Behalf of Deceased Taxpayer
- Delaware Form PIT-SCW – Schedule W

#### State Submission Manifest

The expected values for the State Submission Manifest are:

Form	Submission Type	Tax Year	Submission Category
Resident Form PIT-RES	PIT-RES	2022	IND
Non-Resident Form PIT-NON	PIT-NON	2022	IND
Extension Form PIT-EXT	PIT-EXT	2022	IND

## Copy of Federal Return Required

An XML copy of the actual federal income tax return with schedules as filed with IRS for the corresponding tax period must be attached to all Form PIT-RES and PIT-NON tax filings. The Delaware filing will not be complete unless the required federal information is attached.

## Additional Documents to Be Provided

Additional documents that Individual Tax e-File software **must** produce:

- Form PIT-VCH (formerly Form 200V) - Delaware Payment Voucher for filers with a balance due

**Beginning Tax Year 2021, Amended or Corrected Returns will be accepted electronically. Direct Deposit will be an option for amended returns. However, any refunds over \$500 will result in a paper check mailing.**

**Delaware requires that certifications, supporting, and signature documents be transmitted to Delaware electronic filing as a PDF document.** Please use the Reference Document ID attribute to link the attachment to the appropriate location on the return. All PDF attachments must be listed in the binary attachment portion of the return.

## What Cannot Be Transmitted Electronically

- Amended or Corrected Returns prior to tax year 2021

## Acknowledgement System

Delaware generates an acknowledgement for all returns received. Acknowledgement types are:

**Accepted** – This acknowledgement indicates the electronic return was received and successfully completed the pre-entry validation process. No further action is required regarding the transmission. If additional information is needed to process the return, the taxpayer will be notified by mail.

**Rejected** – This acknowledgement indicates the electronic return was received but failed to complete the pre-entry validation process. The acknowledgement contains codes and error descriptions indicating the cause of the rejection. The error condition must be corrected, and the return can then be re-transmitted as a “State-Only” transmission.

Acknowledgement files received must be retained for one year after transmission.

## SECTION 3

### Other Situations

#### General Information

Filing a tax return is the responsibility of the taxpayer, and filing returns electronically requires an agreement between the taxpayer and the ERO.

#### Refund Returns

Taxpayers can elect to have their overpaid taxes issued in the form of a refund check or direct deposited into any eligible financial institution of their choice. Taxpayers may choose to have all, or part of their refund applied to their estimated tax account for the next year.

The Division of Revenue will make every attempt to process a direct deposit but reserves the right to issue a paper check if the direct deposit cannot be properly completed. Check with your financial institution to make sure your direct deposit will be accepted and to get the correct routing and account numbers. The State of Delaware is not responsible for a lost refund if the wrong information was entered.

The average time that it takes for a refund to be generated from our accounting system is approximately two to five business days after the electronic return has been acknowledged by Delaware as being accepted provided no additional documentation is required.

#### Balance Due Returns

Taxpayers who file their return electronically can elect to pay their balance due by three different methods.

- Direct debit (electronic funds withdrawal), for a full or partial payment when filing their return and choose a debit date up to the due date of the return.
- On-line Electronic Funds Transfer (EFT) ACH Debit.
- Check or money order accompanied by a payment voucher.

#### Form Information

Because Delaware uses an OCR based processing system, we ask that if software developers cannot reproduce our forms exactly with the field borders in 8% black, then please omit the field borders completely from all Delaware forms.



## SECTION 4

### Responsibilities of EROs and Transmitter

#### Confidentiality

The Delaware Division of Revenue expects tax software companies to develop products that help their customers protect taxpayer data. Software companies are encouraged to heed IRS Publication 4557, *Safeguarding Taxpayer Data: A Guide for Your Business*.

The Delaware Division of Revenue encourages tax software companies to develop products that implement the IRS's six e-file security and privacy standards to better protect taxpayer information collected, processed, and stored by Authorized IRS e-File providers. More information on these standards is available <https://www.irs.gov/e-file-providers/irs-e-file-security-privacy-and-business-standards-mandated-as-of-january-1-2010>

#### Timeliness of Filing

All prescribed due dates for filing of returns apply to MeF returns. If any due date falls on a Saturday, Sunday or a legal holiday, the return must be filed by the next business day.

All authorized Delaware EROs must ensure that returns are promptly processed. An electronically filed return is not considered filed until the electronic portion of the tax return has been acknowledged by Delaware as accepted for processing. If the electronic portion of a return is transmitted on or shortly before the due date and is ultimately rejected, but the ERO and the taxpayer comply with the requirements for timely resubmission of a correct return, the return will be considered timely filed.

The receipt of an electronic postmark will provide taxpayers with confidence that they have filed their return timely. The date of the electronic postmark is considered the date of filing when the date of electronic postmark is on or before the prescribed due date and the return is received by Delaware after the prescribed due date for filing. All requirements for filing the required documents, including the federal return, as well as resubmitting a rejected timely filed return must be adhered to for the electronic postmark to be considered the date of filing.

#### Resubmission of Rejected Tax Returns

Delaware monitors the timeliness of the error correction process when an error acknowledgement is sent. Failure to provide timely correction or erroneous returns can cause a revocation of privileges.

If an electronic acknowledgement has not been received within forty-eight (48) hours of our scheduled retrieval process for any transmitted return/report, the ERO should contact the Delaware helpdesk for further instructions. **It is the responsibility of the ERO to ensure that every return/report filed electronically is acknowledged as accepted.**

## SECTION 5

### Software Design Information

#### Developer's Responsibilities

Software developers should:

- Develop tax preparation software in accordance with statutory requirements and Delaware return preparation instructions.
- Provide accurate Delaware income tax returns in correct electronic format for transmission.
- Develop software capable of producing a printed copy of the complete electronic filing which includes a **“Do Not Mail”** watermark on the forms printed, as paper documents are not to be sent to Delaware, when filing electronically unless the taxpayer is specifically requested to do so.
- Provide data validation, verification, and error detection to prevent transmissions of incomplete, inaccurate, or invalid return information.
- Prevent electronic filing of any form not approved for electronic filing by Delaware.

#### Software Acceptance, Testing and Approval

Software developers are required to test with Delaware for accuracy and to ensure that their software adheres to Delaware business rules and to ensure successful transmission and receipt of acknowledgements. EROs must use tax preparation software that has been approved for use by Delaware.

Software developers will use the Federal/State 1040 schema which has been developed by states in partnership with the IRS, state revenue departments, and software developers, as well as the Delaware schema.

Developers should follow instructions from the tax forms to calculate the appropriate data elements in the XML schema.

The e-File test package will consist of documentation of special test conditions as well as copies of the state test returns and will be made available to all software developers who indicate their intention to support Delaware Individual Tax e-File.

Delaware's starting test date is tentatively scheduled to begin November 2022 for tax year 2022 but is subject to IRS system availability and is subject to change. ***Software developers may submit test returns for timely acceptance testing through January 31, 2023. After January 31, 2023, software developers must request approval from the Delaware Division of Revenue to conduct acceptance testing for 2022 Individual Income Tax.*** To request approval for late acceptance testing, vendors should contact the Delaware e-File Help Desk at any time by e-mail at [REV\\_Mef\\_support@Delaware.gov](mailto:REV_Mef_support@Delaware.gov).

If the software developer is not acting as the ERO, the software developer is responsible for providing acknowledgements to the ERO within two days after receipt of acknowledgement. Failure to do so could lead to suspension from the Delaware Program.

Software errors which cause electronic returns to be reviewed, that surface after testing has been completed, should be quickly corrected to ensure that EROs have the ability to timely and accurately file their electronic returns. Software updates related to software errors should be distributed promptly to users together with any documentation needed.

To seek approval, the software developer must transmit **all software developer supported** test returns as indicated on the Delaware Letter of Intent. Only use DE Division of Revenue's test data names and tests we provide. Please do not create and submit your own test data and names. Software Developers must use a unique EFIN for each software for which they seek approval. Delaware will not approve multiple software under one submission EFIN. A software developer must complete and obtain approval for each state test packet (as indicated on the LOI) before final written approval confirmation will be issued by the State.

## General Information

Delaware will accept the following types of filing:

- Fed/State Original
- State only

Fed/State Original – The Delaware Individual Tax e-File program works best when the Federal and State returns are filed together in one transmission to the IRS (although this is not always possible). Upon receipt, the IRS will validate and verify the Federal return data. The IRS will either accept or reject the Federal return. The State return is made available to Delaware after the Federal return is accepted by the IRS.

State Only – IRS provides the ability for an ERO to transmit and re-transmit a state return through the Fed/State system without simultaneously transmitting an original Federal return. State only returns are transmitted to the IRS, validated, and made available for states to retrieve in the same fashion as with the Fed/State transmission. This provides a method for individuals who file multiple state returns to have each participating state's return filed electronically. Each state return must be transmitted separately. The taxpayer's federal return must be completed, transmitted, and accepted by IRS before transmitting/ re- transmitting a State only return.

Transmit data elements only if they contain data values. Do not send empty data elements (i.e., zero financial fields, unused elements, etc.) unless the data element is required by Delaware's schema.

Detailed requirements for decimal placement in ratios and percentages are in the Delaware's state- specific schemas.

Software Developers must furnish electronic funds (direct debit) information for taxpayers who electronically file a balance due return and elect this option. Electronic funds withdrawal can be made from the taxpayer's checking or savings account. The taxpayer can choose the date that they want the amount owed withdrawn from their

account up to the due date of the return. Returns electronically filed after the due date using electronic funds withdrawal must use a withdrawal date equal to the date of return preparation. The electronic funds withdrawal will then occur immediately after the electronic return is accepted. Partial payments can be made using electronic funds withdrawal.

Acceptance in the electronic filing program does not imply an endorsement by the Delaware Division of Revenue. Therefore, any public communication that refers to a user's electronic filing capabilities, whether through publication or broadcast, must clearly indicate acceptance of the use for electronic filing and does not constitute an endorsement or approval of the quality of tax preparation services provided by the Delaware Division of Revenue. No advertisement may state or infer that electronic filing changes in any way the filing, payment, or legal obligations of the taxpayer.

Delaware will monitor the quality of the transmissions. Accepted returns will be monitored along with rejects, errors, and other defects. If quality deteriorates, the electronic filer will receive a warning, or in extreme cases, a letter suspending the electronic filer from filing electronic individual tax returns. When suspended, the retrieval process will be inactivated halting further processing of individual tax electronic returns.

Electronic filers and EROs are expected to place the taxpayer first in providing return/report preparation and transmission services. Regardless of changes in business address, company names, telephone numbers, organization, or personnel, the taxpayer must always have convenient access to their return/report. This includes, but is not limited to, access to status of the return and access to organization representatives to resolve any questions or concerns.

## **Suspension**

Software Developers, Transmitters and EROs must maintain a high degree of integrity, compliance, and accuracy to participate in the Delaware Individual Tax e-File program.

All Software Developers and EROs must comply with the requirements and specification contained in the Delaware Individual Tax e-File Handbook. Failure to comply with all requirements and specifications could result in being suspended from the program.

Additionally, Delaware reserves the right to deny participation in our program for the reasons listed below:

- If your company is required to register to conduct business in the state, but company is not registered
- If your company has any outstanding liabilities with the state
- If your company fails to adhere to the state Individual Tax e-File program requirements and schema
- If your company does not consistently provide error free returns
- If your company uses unethical practices in return preparation

## **Administrative Review**

Any applicant or filer who has been denied or suspended from participation in the Individual Tax Electronic Filing Program may request an administrative review within 30 days from the date of denial or suspension. All requests should be mailed to:

**Kathy Revel**  
**Director**  
**Delaware Division of Revenue**  
**820 N. French Street**  
**Wilmington, DE 19801**