



2023 – 2024 LETTER OF INTENT (LOI)

TO PRODUCE SUBSTITUTE OR REPRODUCED FORMS

_____ agrees to abide by the policies, procedures, and
(Company Name)

guidelines published by the Kansas Department of Revenue (KDOR) 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 (Income, Homestead, Fiduciary, Corporate, S-Corp, and Privilege) must be received by **December 1, 2023**, to be used by the first of the year.
- **No** first submittals of scannable forms will be accepted after **March 11, 2024**.
- 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 KDOR.
- Software Developers/Vendors must be able to print a banner on all affected forms library products in a format specified by KDOR. This banner is necessary to easily identify and reject incorrectly formatted forms. 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. KDOR recommends using: "**INCOMPLETE DATA: DO NOT FILE**".
- 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. Unapproved or forms that have not been submitted for approval 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., that are necessary to produce our company's scannable/substitute tax forms that were approved by KDOR.
- Notify KDOR, and our customers and/or 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 KDOR with the corrected proof(s) and assurance that our customers and/or clients have been notified.
- Authorize KDOR 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 to tracey.funk@ks.gov no later than **August 31, 2023**.
Your forms will not be tested until received.

CONTACT INFORMATION

(Information here must be completed for each contact handling KDOR 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 (SDC)**, 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. 1, 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 KDOR 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 all Kansas 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-9 | <input type="checkbox"/> K-39 | <input type="checkbox"/> K-62* | <input type="checkbox"/> K-139F* | <input type="checkbox"/> ST-28F |
| <input type="checkbox"/> CM-16* | <input type="checkbox"/> K-24^ | <input type="checkbox"/> K-40C* | <input type="checkbox"/> K-68 | <input type="checkbox"/> K-205 | <input type="checkbox"/> ST-28G* |
| <input type="checkbox"/> CR-16* | <input type="checkbox"/> K-25^ | <input type="checkbox"/> K-42 | <input type="checkbox"/> K-69 | <input type="checkbox"/> K-206 | <input type="checkbox"/> ST-28L* |
| <input type="checkbox"/> CR-17* | <input type="checkbox"/> K-26 | <input type="checkbox"/> K-43 | <input type="checkbox"/> K-70 | <input type="checkbox"/> K-210 | <input type="checkbox"/> ST-28M* |
| <input type="checkbox"/> CR-18* | <input type="checkbox"/> K-27 | <input type="checkbox"/> K-44 | <input type="checkbox"/> K-78 | <input type="checkbox"/> K-220 | <input type="checkbox"/> ST-28W* |
| <input type="checkbox"/> CR-108* | <input type="checkbox"/> K-28^ | <input type="checkbox"/> K-46 | <input type="checkbox"/> K-81* | <input type="checkbox"/> K-230 | <input type="checkbox"/> ST-31* |
| <input type="checkbox"/> DIS | <input type="checkbox"/> K-29 | <input type="checkbox"/> K-47 | <input type="checkbox"/> K-84 | <input type="checkbox"/> KS-2848 | <input type="checkbox"/> ST-201* |
| <input type="checkbox"/> DO-5* | <input type="checkbox"/> K-30 | <input type="checkbox"/> K-48 | <input type="checkbox"/> K-91 | <input type="checkbox"/> PR-70B | <input type="checkbox"/> ST-203* |
| <input type="checkbox"/> DO-10* | <input type="checkbox"/> K-31 | <input type="checkbox"/> K-53* | <input type="checkbox"/> K-92 | <input type="checkbox"/> RF-9 | |
| <input type="checkbox"/> DO-41* | <input type="checkbox"/> K-33* | <input type="checkbox"/> K-55* | <input type="checkbox"/> K-120EL* | <input type="checkbox"/> Sch FHBS | |
| <input type="checkbox"/> Form 200 | <input type="checkbox"/> K-35 | <input type="checkbox"/> K-56 | <input type="checkbox"/> K-121* | <input type="checkbox"/> ST-28* | |
| <input type="checkbox"/> K-4* | <input type="checkbox"/> K-36* | <input type="checkbox"/> K-57* | <input type="checkbox"/> K-121S | <input type="checkbox"/> ST-28A* | |
| <input type="checkbox"/> K-4C* | <input type="checkbox"/> K-37 | <input type="checkbox"/> K-59 | <input type="checkbox"/> K-131* | <input type="checkbox"/> ST-28C* | |
| <input type="checkbox"/> K-4U* | <input type="checkbox"/> K-38* | <input type="checkbox"/> K-60 | <input type="checkbox"/> K-139* | <input type="checkbox"/> ST-28D* | |

^ **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 to the approval list those forms with no changes. Your approval from 2022 will still be good for **2023** regarding only nonscannable forms listed above.

Quite a few of the credit schedules can no longer be claimed when filing a K-40 (see Sch CR) but can still be claimed when filing K-41, K-120, K-120S or K-130 (see each specific form) or can be used for carryforwards only.