Commonwealth of Kentucky Kentucky Department of Revenue



Kentucky Tax Software Provider Registration Form for Substitute Forms Design and/or Tax Preparation Software

Income Tax Letter of Intent

Tax Year 2022

This form must be completed and submitted to:

Individual/Fiduciary Income Tax: Krystal.Embry@ky.gov & Jamaca.Thomas@ky.gov & Corporate Income Tax: Sarah.Livers@ky.gov & Sarah.Livers@ky.gov Withholding Tax (K5): Alex.Peyton@ky.gov & Caitlin.Branco@ky.gov

E-Commerce Branch Manager: Christopher.Rains@ky.gov

Due: December 31, 2022

2022 Tax Software Provider Kentucky Department of Revenue Letter of Intent

Welcome to the Income Tax Letter of Intent (LOI). If your software company intends to submit electronic and/or paper returns to the Kentucky Department of Revenue you will need to complete this form and submit it to the corresponding contacts as indicated on the front page of this document.

By submitting this Letter of Intent (LOI) to the Kentucky Department of Revenue, you agree to meet our standards for software provider registration, tax preparation software, and substitute forms. If you do not meet the standards and requirements explained in this LOI, we may deny your application or revoke your approved software provider status and reject all electronic and/or paper returns submitted using your products.

You must complete a separate LOI for each unique product your company offers. We may reject an incomplete Letter of Intent.

Note: If you are a new Software Provider who has not filed city/state income tax returns with any city or state agencies, you must have passed assurance testing with the IRS. Attach documentation from the IRS demonstrating you have successfully tested with the IRS.

Note: Payroll providers who plan to support the substitute K-5 form for the 2022 tax year will need to complete the Payroll Provider LOI which can be located in the KYST.TY22.LOI folder on the State Exchange System.

Important Dates

The Kentucky Department of Revenue has important key dates to ensure we are ready for the filing season and taxpayers can file an accurate and timely tax return. Please note the following key dates:

- Complete and submit this form by December 31st, 2022.
- Forms approval must be completed by December 31st, 2022.
- Assurance testing (ATS) begins on November 7th, 2022.

Amended Letter of Intent Check this box if this is an amended Letter of Intent.
Reason for Amendment:

Company Information

List your company information.

Name of Company	Product Name	City/State Issued Software ID (if applicable)
DBA Name	NACTP Vendor ID	City/State Tax Account Number (if applicable)
Address	<u>'</u>	Company FEIN
Product Address/URL:		
List your other product names us	sing the same calculation engines here:	

IRS Issued Electronic Identification Numbers

List your IRS electronic identification numbers.

Test EFIN(s)	Test ETIN(s)
Production EFIN(s)	Production ETIN(s)

Contact Information

List the contact information for each area identified.

Regulatory/Compliance Contact	Phone	Email Address
Primary Individual MeF Contact	Phone	Email Address
Secondary Individual MeF Contact	Phone	Email Address
Primary Business MeF Contact	Phone	Email Address
Secondary Business MeF Contact	Phone	Email Address
Primary Fiduciary (Estate/Trust) MeF Contact	Phone	Email Address
Secondary Fiduciary (Estate/Trust) MeF Contact	Phone	Email Address
Primary Leads Reporting Contact	Phone	Email Address
Secondary Leads Reporting Contact	Phone	Email Address

Substitute Forms Registration

Complete this section only if your product will provide substitute forms.

Agency Substitute Forms Software Number					
Primary Individual Forms Contact	Phone	Email Address			
Secondary Individual Forms Contact	Phone	Email Address			
Primary Business Forms Contact	Phone	Email Address			
Secondary Business Forms Contact	Phone	Email Address			

Note: If you have separate contacts for each tax type, please list them on a separate sheet and attach to this submission.

Software Products and Tax Types Supported

Check all that apply.

Type of Software Product Supported	
DIY/Consumer (Web-Based)	
DIY/Consumer (Desktop)	
Professional/Paid Preparer (Web-Based)	
Professional/Paid Preparer (Desktop)	

Tax Types Supported	
Individual Income Tax	Forms E-File
Estate/Trust/Fiduciary Tax	Forms E-File
Corporation Income Tax	Forms E-File
Partnership Income Tax	Forms E-File

Rebranded Software Products

Complete this section only if your product is rebranded.

For software to be considered rebranded, changes cannot be made to the software requirements and output(s). As the Software company selling and/or licensing your product to a third-party, it is your responsibility to make sure the rebranded product reflects the current software requirements and output(s). List each of your rebranded products below.

Use one of the following class codes for each product:

- **Class Code 1:** Software products sold/licensed to a third-party user and the third-party user can add their own logos and/or splash screens, but they cannot modify calculations in the program.
- **Class Code 2:** Software products sold/licensed to a third-party user and the third-party can modify 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
Rebranded Product Name	Class Code	ETIN (if applicable)	Contact Person	Phone	Email Address

Attach additional sheets if needed.

For Rebranded Products, the Kentucky 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 by submitting at least one test for the rebranded product.
- Rebranded Products with Class Code 2 are required to complete the full e-file ATS/paper form approval process.

E-file Mandate

Kentucky 103 KAR 1:160 section 7 requires e-file for Corporate/LLET returns with federal gross receipts equal to or greater than one million for the upcoming filing season; this would be periods beginning on or after October 1, 2021. For example: A tax return with \$2million in federal receipts and a period beginning of 10/1/2021 and ending 9/30/2022 would be required to e-file. Every entity with a filing period that begins on or after 10/1/2021 with 1 million or more federal receipts would be required to e-file their return. More information can be found in the Substitute Form Development Guide. Kentucky 103 KAR 1:160 Section 7 may be viewed at https://apps.legislature.ky.gov/law/kar/titles/103/001/160/.

Forms and Schedules Supported (check all that apply) Check the boxes of the forms and schedules your company supports.

Tax Type and Forms	Substitute Forms	2-D Barcode	E-File	E-File Amended
INDIV	IDUAL INCOM	IE TAX FORM	S	
Form 740				
Form 740-NP				
Form 740-NP-R				
Schedule A (Form 740)				
Schedule A (Form 740-NP)				
Schedule ITC				
Schedule J		N/A		
Schedule KNOL		N/A		
Schedule KW-2				
Schedule M				
Schedule P				
Form 2210-K				
Form 2441-K		N/A		
Form 461-K		N/A		
Form 4972-K		N/A		
Form 8582-K		N/A		
Form 8863-K				
Form 8879-K		N/A		
Form 8948-K		N/A		
Form 12A200 Payment Agreement Request		N/A		
Form EPAY		N/A		
Form 40A100 Application for Refund of Income Taxes		N/A		
Tax Type and Forms	Substitute	E-File	E-File	

Tax Type and Forms	Substitute Forms	E-File	E-File Amended		
ESTATE/TRUST/FIDUCIARY INCOME TAX FORMS					
Form 741					
Form 741 Schedule D					
Form 741 Schedule K-1					
Form 8879-F					

Tax Type and Forms	Substitute Forms	E-File	E-File Amended				
CORPORATE INCOME TAX FORMS							
Form 720							
Form 720U							
Form PTE							
Form PTE-K							
Form PTE K-1							
Form 722							
Form 725							
Form 750							
Form 851-K							
Form 2220-K							
Form 8874(K)-A							
Form 8874(K)-B							
Form 8874(K)-C							
Form 8879(C)-K							
Schedule A							
Schedule BIO							
Schedule CC							
Schedule CCI							
Schedule CELL							
Schedule CHEM							
Schedule COGS							
Schedule CR							
Schedule DE							
Schedule DS							
Schedule ENDOW							
Schedule ETH							
Schedule FON							
Schedule FON-SP							
Schedule FON-T							
Schedule IEBA							
Schedule IEBA-SP							
Schedule IEBA-T							
Schedule IEIA							
Schedule IEIA-SP							
Schedule IEIA-T							
Schedule INV							

Tay Type and Farms	Substitute	E-File	E-File
Tax Type and Forms	Forms	L-File	Amended
Schedule KBI			
Schedule KBI-SP			
Schedule KBI-T			
Schedule KCR			
Schedule KIDA			
Schedule KIDA-SP			
Schedule KIDA-T			
Schedule KIRA			
Schedule KIRA-SP			
Schedule KIRA-T			
Schedule KJDA			
Schedule KJDA-SP			
Schedule KJDA-T			
Schedule KJRA			
Schedule KJRA-SP			
Schedule KJRA-T			
Schedule KRA			
Schedule KRA-SP			
Schedule KRA-T			
Schedule KREDA			
Schedule KREDA-SP			
Schedule KREDA-T			
Schedule L-C			
Schedule L-ECON			
Schedule NOL			
Schedule QR			
Schedule RC			
Schedule RC-R			
Schedule RPC			
Schedule RR-E			
Schedule RR-I			
Schedule TCS			
Schedule UTC			
Schedule VERB			
Form PTE-WH			
Form 740NP-WH			
Form 740NP-WH-ES			
Form 740NP-WH-SL			

Tax Type and Forms	Substitute Forms	E-File	E-File Amended
Form 8948(K-C) (E-File Waiver Request)			
Form 4562K	N/A		
Form 4797K	N/A		
Form 8810K	N/A		
Schedule 720SDK	N/A		
Schedule 725DK	N/A		
Schedule 765DK	N/A		
Schedule DK	N/A		
	VOUCHERS		
Form 720-ES		N/A	N/A
Form 720EXT (720SL)			N/A
Form 740-ES			N/A
Form 740EXT (40A102)			N/A
Form 740-V			N/A
Form 741-V			N/A
Form KBR-V		N/A	N/A

Electronic Amended Returns

The Kentucky Department of Revenue requests you support electronic amended returns for those available through MeF. Please indicate which electronic amended returns your company supports on pages 11-12.

Software Limitations

List any software limitations to forms or schedules you support.

Agency Requirements

This section identifies agency requirements and expectations of new and existing Software Providers and the software product.

Issue Notification and Resolution Requirements

This section represents the Kentucky Department of Revenue issue notification and issue resolution standards. Notify the agency if any forms and/or payments you support are not ready when your software is available for use. Submit this information via email to Christopher.Rains@ky.gov. Data breaches, security incidents, or other improper disclosures of taxpayer data that by law require reporting to the Attorney General must also be reported to the Kentucky Department of Revenue.

Production Return Submission Requirements

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

Product Updates

Desktop product users who attempt to file 10 or more business days after a production release must be required to download and apply the product update.

Schemas

Your software must adhere to the schema requirements included in the authentication and return header. Find Kentucky Department of Revenue schema requirements on SES.

System Security Requirements

The Kentucky Department of Revenue does not prescribe the security requirements for your system. You are responsible for implementing appropriate security measures to protect taxpayers and their information in your system. You must apply security measures to protect taxpayer information in your system when it is on-line, off-line, at rest, and in transit.

Testing and Submissions

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

Validation of Data Elements

You must validate all of the following pre-populated data elements. Transferring data year-over-year that is not initially entered accurately causes issues with processing tax returns. The following items should be confirmed when transferred year over year.

- SSNs
- Addresses
- State driver's license and state issued ID numbers
- Employer information
- State withholding account numbers
- FEINs
- Kentucky Corp/LLET Account numbers

Schedule KW-2

The Schedule KW-2 – Kentucky Income Tax Withheld, is used in tax year 2017, 2018, 2019 and 2020 to report the Kentucky income tax withheld for paper-filed returns. The Schedule KW-2 should be completed based on the W-2's and 1099's with Kentucky income tax withheld in an amount greater than 0. The Schedule KW-2 should be included with a mailed return instead of the income and withholding tax statements. The taxpayer must keep copies of the Kentucky income and withholding tax statements and provide them to the Kentucky Department of Revenue if requested.

The Schedule KW-2 is not used for electronic filed returns and a schema does not exist for the Schedule KW-2. All Kentucky withholding claimed on the e-filed tax return must be supported by an income and withholding tax statement using the applicable schema as has been required in past years. When a return is printed from the software package, the Schedule KW-2 should be included if there is a possibility that the return will be filed by mail instead of electronically filed.

Customer Notices

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

Disclosure and Use of Information Language Expectations

You must include the following consent language with electronic filing software.

For Do-It-Yourself Software:

By using a computer system and software to prepare and file my tax return(s) electronically, I consent to the transmission of my return(s) and to the disclosure of all information about my use of the system and software to the Kentucky Department of Revenue.

For Tax Professional Software:

By using a computer system and software to prepare and file my client's return(s), I consent to the transmission of my client's return(s) and to the disclosure of all information about my use of the system and software to the Kentucky Department of Revenue.

For Business Software:

By using a computer system and software to prepare and file this business tax return(s), I consent to the transmission of the return(s) and to the disclosure of all information about the use of the system and software to the Kentucky Department of Revenue.

Driver's License/ID Card Expectations

Kentucky Department of Revenue is providing the following expectations and information:

For e-file Returns:

Kentucky Department of Revenue requests the DL/ID card be included with the tax return but won't reject the e-file return if it's not included. It is optional for the taxpayer to provide their DL/ID card information, but the Kentucky Department of Revenue will reject e-file returns if the PrimDrvrLcnsOrStateIssdIdGrp in the AuthenticationHeader is not provided.

For Printed/Paper Forms Requesting the DL/ID Card Information:

Kentucky Department of Revenue requests the full DL/ID card information on the form(s).

Statement:

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

The Kentucky Department of Revenue includes a field on the individual income tax return forms 740, 740-EZ, 740-NP, 740-NP-R that allows taxpayers to provide their driver's license or state issued ID number if they choose. While providing a driver's license or state issued ID number is **optional**, doing so may expedite return processing. The Kentucky Department of Revenue uses the driver's license or state issued ID number to screen returns for tax fraud and identity theft problems. Returns that do not include a driver's license or state issued ID number will not be scrutinized more than returns that do include a driver's license or state issued ID number.

Refund Expectations

Kentucky Department of Revenue is providing a URL and/or a statement about refund processing. You must include the URL and statement in all your products and show it to users within the software in the most prominent way possible.

Statement:

The Kentucky Department of Revenue takes active steps to protect taxpayers, and taxpayer dollars, from fraud and identity theft. This can increase the time it takes to review and process income tax returns and requests for refunds. The department strives to process individual income tax requests efficiently and is committed to processing individual requests for income tax refunds within a timely manner.

Taxpayers may check their refund status online by using the Where's My Refund? application on the Kentucky Department of Revenue website.

URL: https://refund.ky.gov/

Agency Questions

This section represents questions Kentucky Department of Revenue has for the software provider about their product.

1. What refund products or payment vehicles do you offer your cust provide refunds (e.g. Amazon.com or other pre-paid cards), please p (RTNs) of each company. Attach an additional sheet if more lines as	provide the nam		•
Name		RTN	
2. Kentucky accepts linked and unlinked returns. Indicate what you	support for eac	h e-file type:	
Filing Type	Linked	Unlinked	Both
CORPORATE			
PARTNERSHIP			
ESTRST			
INDIVIDUAL			
3. Indicate if you will be supporting the following Financial Transact	tions/State Issue	ed Debit Card or	tion for
TY2022:	1		
Return Type	Yes	No	N/A
Direct Deposit - KYForm740			
StatePayment-Tax - KYForm740			
StatePayment-Tax - KYForm740NP			
StatePayment-Tax - KYForm740EXT (40A102)			
StatePayment-Tax - KYForm720			
StatePayment-Tax - KYForm720U			
StatePayment-Tax - KYForm725			
StatePayment-Tax - KYFormPTE			
StatePayment-Estimated Tax Payment - KYForm740			
StatePayment-Estimated Tax Payment - KYForm740-NP			
State Issued Debit Card - Form740			
State Issued Debit Card - Form740NP			
KYFormEPAY - Payment of Tax and/or Estimated Tax for individual income tax (This is basically an electronic voucher that can be filed separate of the return.)			
4. Do you support e-file for TY2022 amended returns?			
Return Type	Yes	No	N/A
720			
720U			
725			
PTE			
740			
740-NP			
741			

5. Kentucky wants to receive Taxes Paid to Other States (TPOS) data walk for the software provider when schemas are released. Does yo this filing season? TPOS schema is supported for the following return types: 740 740-NP		pany su _l		e TPOS		for
6. Will you be supporting e-file for prior year returns in processing year 2023? Kentucky accepts the following prior year returns through MeF for processing year 2023. Additional testing is not required if you were approved to file the return type previously.						
Form	Tax	Year 20	021	Tax	Year 20)20
FOITH	Yes	No	N/A	Yes	No	N/A
720						
Amended 720						
725						
Amended 725						
740						
Amended 740						
740-NP						
Amended 740-NP						
740-NP-R						
741						
Amended 741						
PTE						
Amended PTE						
720U						
Amended 720U						

Acknowledgments and Signature

By signing this agreement, I agree to provide true, accurate, current, and complete information and my company agrees to all the requirements listed in this document.

The Kentucky 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

Authorized Access to the State Exchange System

Access to the State Exchange System should be limited to those with a business need.

Provide information for each employee you are authorizing for access to the State Exchange System. The tax type box should include all the tax types individuals are authorized to access.

NOTE: Include all authorized individuals, even if listed previously on this form.

Company Name	Phone Number	Email Address
First and Last Name	Authorized Access Forms E-File	Tax Types IND CORP PART ESTRST WH
Company Name	Phone Number	Email Address
First and Last Name	Authorized Access Forms E-File	Tax Types IND CORP PART ESTRST WH
Company Name	Phone Number	Email Address
First and Last Name	Authorized Access Forms E-File	Tax Types IND CORP PART ESTRST WH
Company Name	Phone Number	Email Address
First and Last Name	Authorized Access Forms E-File	Tax Types IND CORP PART ESTRST WH
Company Name	Phone Number	Email Address
Company Name First and Last Name	Authorized Access Forms E-File	Email Address Tax Types IND CORP PART ESTRST WH
	Authorized Access	Tax Types
First and Last Name	Authorized Access Forms E-File	Tax Types IND CORP PART ESTRST WH
First and Last Name Company Name	Authorized Access Forms E-File Phone Number Authorized Access	Tax Types IND CORP PART ESTRST WH Email Address Tax Types
First and Last Name Company Name First and Last Name	Authorized Access Forms E-File Phone Number Authorized Access Forms E-File	Tax Types IND CORP PART ESTRST WH Email Address Tax Types IND CORP PART ESTRST WH
First and Last Name Company Name First and Last Name Company Name	Authorized Access Forms E-File Phone Number Authorized Access Forms E-File Phone Number Authorized Access	Tax Types IND CORP PART ESTRST WH Email Address Tax Types IND CORP PART ESTRST WH Email Address Tax Types Tax Types