



# Missouri Department Of Revenue

Letter of Intent

Tax Year 2019

[Elecfile@dor.mo.gov](mailto:Elecfile@dor.mo.gov)

LOI Due Date: December 1, 2019

## 2019 Tax Software Provider Missouri Department of Revenue Letter of Intent

By submitting this Letter of Intent (LOI) to the Missouri Department of Revenue, you are agreeing to meet our standards for software provider registration, all tax preparation software, and substitute forms. Agreement and adherence to the national standards are required as a prerequisite to approval.

Failure to meet the standards or requirements set forth in the national standards and requirements form or 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.

Please complete a registration 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 the Electronic Services Unit, [elecfile@dor.mo.gov](mailto:elecfile@dor.mo.gov), no later than December 1, 2019.**

Name of Company	Product Name	State Software ID
DBA Name	NACTP Member Number	State Tax Account Number (if applicable)
Address	Product Address/URL	Company FEIN
City	State	Zip Code
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 Leads Reporting Contact	Phone	Email Address
Secondary Leads Reporting Contact	Phone	Email Address
Test EFIN(s)	Test ETIN(s)	
Production EFIN(s)	Production ETIN(s)	

### Authorized access to the State Exchange System

Please provide a list of employees within your organization that you are authorizing to have access to the State Exchange System. The list you provide should include the following information:

- Company name, if different than company name at top of LOI
- First and last name of authorized individual(s)
- Email address
- Phone number
- Tax types they are authorized to access (indicate all or individual, corporate, estate/trust, payroll etc.)

**NOTE:** 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	Authorized access <input type="checkbox"/> Forms <input type="checkbox"/> E-file	Tax types
Company name	First and last name	Email address	Phone number	Authorized access <input type="checkbox"/> Forms <input type="checkbox"/> E-file	Tax types
Company name	First and last name	Email address	Phone number	Authorized access <input type="checkbox"/> Forms <input type="checkbox"/> E-file	Tax types
Company name	First and last name	Email address	Phone number	Authorized access <input type="checkbox"/> Forms <input type="checkbox"/> E-file	Tax types

Please attach additional sheet with authorized users if necessary.

### Type of software product

- |   |   |
|---|---|
| <input type="checkbox"/> DIY/Consumer (Web-Based) | <input type="checkbox"/> Professional/Paid Preparer (Web-Based) |
| <input type="checkbox"/> DIY/Consumer (Desktop)   | <input type="checkbox"/> Professional/Paid Preparer (Desktop)   |

### Tax types supported

Please check all that apply

E-File

- Individual Income Tax
- Fiduciary Tax
- Partnership Return
- Corporate Tax
- S-Corporation Return

**Rebranded software products**

**Complete this section if your product is rebranded. If there are more than five software products that have been rebranded under a different name, please list them on a separate sheet and attach it to this submission.**

**Note:** In order for the software to be considered rebranded, changes cannot be made to the software requirements and output(s). It is your responsibility to make sure the rebranded product reflects the current software requirements and output(s).

Rebranded Product Name	Contact Person	Phone	Email Address	National Software ID *
Rebranded Product Name	Contact Person	Phone	Email Address	National Software ID *
Rebranded Product Name	Contact Person	Phone	Email Address	National Software ID *
Rebranded Product Name	Contact Person	Phone	Email Address	National Software ID *
Rebranded Product Name	Contact Person	Phone	Email Address	National Software ID *

\*If not available at the time of LOI submission, please provide it when available.

For Rebranded Products, the Missouri Department of Revenue has the following requirements for e-file ATS approval

- Rebranded Products are not required to complete e-file ATS approval

## Forms and schedules supported (check all that apply)

### Individual

MO-1040	MO-1040A	MO-1040P	MO-A
MO-PTS	MO-CRP	MO-CR	MO-TC
MO-QHIP	MO-HEA	MO-NRI	MO-2ENT

### Corporate

MO-1120	MO-MS	MO-TC	MO-C
MO-NBI	MO-2220		

### S-Corporation

MO-1120S	MO-MSS	MO-NRS	
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### Fiduciary

MO-1041	MO-NRF	MO-CR	MO-TC
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### Partnership

MO-1065	MO-NRP	MO-MS	
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## Communication and Expectations

### Documents and materials

The Missouri Department of Revenue e-file and form documentation will be provided at the following locations:

- FTA State Exchange System (SES) for schemas
- Jurisdiction Website for copies of forms and instructions

### Refund expectations

The Missouri 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 jurisdiction 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:** Generally, the timeframe for issuing refunds depends on when the return is filed and the incoming volumes. For returns filed in January with no problems noted, refunds can sometimes be issued within a week. However, refunds from returns filed in April can sometimes take 8 weeks, even if there is no problem with the return as the state manages its cash resources to meet all of its obligations. The timing of refunds is also affected by the Department's measures to prevent identity theft and refund fraud. Refunds will only be issued when the Department has taken reasonable steps to ensure that the individuals claiming the refunds are not using stolen identities.

### Taxes due expectations

The Missouri Department of Revenue is providing a URL and/or a statement about taxes due, such as due dates and payment methods. Industry partners must use this statement and/or URL or other method prescribed by the jurisdiction 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 Individual Income Tax:** The due date for 2019 Missouri Individual Income Taxes is April 15, 2020. Payment for tax due can be made by debit/credit card, as a debit from a bank account, or by paper check. To ensure receipt and allow for tracking of a payment, the Department encourages tax due be paid online at <https://dor.mo.gov/personal/payonline.php>. Payments can also be made over the phone by calling 888-929-0513. If paying by paper check, payment should be mailed to the address indicated on the return or payment voucher.

### Driver's license/ID card expectations

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

#### For e-file returns:

The Missouri Department of Revenue wants to receive the DL/ID Card information with the tax return

The Missouri 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 shown to end-users within the software in a way to maximize the likelihood the message is read.

**URL:** [https://dor.mo.gov/personal/individual/identity\\_theft.php](https://dor.mo.gov/personal/individual/identity_theft.php)

## Questions, Requirements, Standards and Recommendations

- Review and comply with the standards in the *Missouri Department of Revenue's 2019 Software Developer's Guides*.
- Notify the department immediately when errors in your software affect Missouri taxpayers. Do not submit returns with known errors until they are corrected. Notify the Department as soon as you have corrected the errors.
- Provide timely software updates, corrections, and technical support to ensure the accuracy of Missouri tax returns.
- Distribute only complete, tested, approved, and certified software.

### Specific questions

1. Do you support unlinked jurisdictional returns?
  - a.  Yes
  - b.  No
2. Do you support PDF attachments?
  - a.  Yes
  - b.  No
3. What refund products or payment vehicles do you offer your customers? If you partner with an entity to provide refunds, please provide the names and bank routing numbers (RTNs) of each company. Attach a separate sheet if necessary.
4. Missouri wants to receive Taxes Paid to Other States (TPOS) data when applicable and will provide a cross walk for the software provider when schemas are released.

Will your company support the TPOS schema for this filing season?

- a.  Yes
- b.  No

## Acknowledgments and signature

- I acknowledge all e-file ATS tests submitted during the approval process are created in, and originate from, the actual software.
- I acknowledge all electronic returns received by Missouri Department of Revenue generated from this software will be electronically filed from the initially approved product version, or a subsequent product update.
- I acknowledge all paper returns received by Missouri Department of Revenue generated from this software will be printed from the approved product version, or a subsequent product update.
- I acknowledge Missouri Department of Revenue will be notified of any incorrect and/or missing calculation or e-file data element for any paper or electronic returns submitted to Missouri Department of Revenue.
- I acknowledge users/customers of desktop products who attempt to e-file 10 or more business days after a production release will be required to download and apply the product update.

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 Missouri 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	AMENDED DATE
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