



# **Oregon Department of Revenue**

## **Letter of Intent**

Tax Year 2018

# 2018 Oregon Tax Software Provider Registration



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# Form OR-LOI

## 2018 Tax Software Provider Oregon Department of Revenue Letter of Intent



This Letter of Intent (LOI) sets forth the specific questions, requirements, and standards for tax software providers for the Oregon Department of Revenue. By submitting this registration form to the department, you are agreeing to meet our standards for software provider registration, tax preparation software (DIY or professional), and substitute forms.

This LOI also incorporates all of the terms, requirements, and standards set forth in the Tax Software Provider National Standards Letter of Intent maintained by the Federation of Tax Administrators. Agreement and adherence to the national standards are required as a prerequisite to approval.

Failure to meet any of the standards or requirements set forth in the national letter of intent or in this specific 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.

Complete a registration form for each unique product your company offers.

**This form must be completed and submitted to** [Electronic.Filing@oregon.gov](mailto:Electronic.Filing@oregon.gov), [BUS.ElectronicFiling@oregon.gov](mailto:BUS.ElectronicFiling@oregon.gov), or [2dbarcoding.filing@oregon.gov](mailto:2dbarcoding.filing@oregon.gov) **no later than December 1, 2018, unless prior arrangements have been made for Business and Fiduciary.**

Company name	Primary product name	Oregon software ID
DBA name	NACTP member number	Oregon account number (if applicable)
Address	Company FEIN	
City State ZIP	Product website address	

**Individual MeF** primary contact

Phone	Email
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**Individual MeF** secondary contact

Phone	Email
-------	-------

**Business MeF** primary contact \*

Phone	Email
-------	-------

**Business MeF** secondary contact

Phone	Email
-------	-------

**Fiduciary MeF** primary contact

Phone	Email
-------	-------

**Fiduciary MeF** secondary contact

Phone	Email
-------	-------

**2-D barcode primary contact**

Phone	Email
-------	-------

**2-D barcode secondary contact**

Phone	Email
-------	-------

**Regulatory/Compliance contact**

Phone	Email
-------	-------

**Leads reporting primary contact \*\***

Phone	Email
-------	-------

**Leads reporting secondary contact \*\***

Phone	Email
-------	-------

**Leads feedback primary contact \*\***

Phone	Email
-------	-------

**Leads feedback secondary contact \*\***

Phone	Email
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Test EFIN(s)	Test ETIN(s)
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Production EFIN(s)	Production ETIN(s)
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\* If you have separate contacts for Business Tax Types, please list them separately on a separate sheet and attach with your LOI submission.

\*\* Must match FTA Master list.

**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 (Check all that apply)**

- |                          |  |  |  |
|--------------------------|--|--|--|
| <b>2-D</b>               | <b>E-File</b>                                  | <b>E-File</b>                              | <b>E-File</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> Individual income tax | <input type="checkbox"/> Fiduciary tax     | <input type="checkbox"/> Transit self-employment tax (individual)  |
| <input type="checkbox"/> | <input type="checkbox"/> Corporate tax         | <input type="checkbox"/> Oregon composite  | <input type="checkbox"/> Transit self-employment tax (partnership) |
|                          | <input type="checkbox"/> Partnership tax       | <input type="checkbox"/> Statewide transit |  |

**Filing methods**

- |                                      |   |   |
|--------------------------------------|---|---|
| <input type="checkbox"/> 2-D barcode | <input type="checkbox"/> Individual MeF | <input type="checkbox"/> Fiduciary and Business MeF |
|--------------------------------------|---|---|

## Rebranded software products

**Software companies:** Use this section only if this product is rebranded with the approval of the software publisher, who is the original creator of the software and signer of the LOI. It is the position of the STAR working group under the auspices of the IRS Security Summit that:

- Rebranding where the software publisher makes all code changes to generate the rebranded software and ensures that the rebranded software meets the applicable requirements (trusted customer, generation of authentication elements, generate of LEADS reports, STAR requirements, etc.) and does not pose any additional risk to the tax ecosystem.
- Rebranding where the organization who rebrands the software has the capability to make cosmetic changes including, but not limited to, color or font, but cannot make changes to the applicable requirements (listed above) also does not pose additional risk to the tax ecosystem.

Rebranded product name		Contact person
Unique identifier **	Phone	Email
Rebranded product name		Contact person
Unique identifier **	Phone	Email
Rebranded product name		Contact person
Unique identifier **	Phone	Email
Rebranded product name		Contact person
Unique identifier **	Phone	Email
Rebranded product name		Contact person
Unique identifier **	Phone	Email

\* If there are more than five software products that have rebranded under a different name, please list them on a separate sheet and attach with your LOI submission.

\*\* If available.

### For rebranded products, we have the following requirements for e-file ATS approval.

- Rebranded products are required to complete the full e-file ATS/paper form approval process.
- Rebranded products are required to complete an abbreviated e-file ATS/paper form approval process.
- Rebranded products are not required to complete e-file ATS/paper form approval.

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

**PIT MeF**

- Form OR-40
- Form OR-40-N
- Form OR-40-P
- Schedule OR-WFHDC
- Schedule OR-WFHDC-NP
- Form OR-10
- Schedule OR-EIS (American Indian Exemption)
- Unlinked
- Form OR-24
- Schedule OR-A
- Support amended
- Support binary attachments
- Support prior tax years
- Direct debit
- Support 1040NR (Unlinked)
- Freefile Alliance
- Schedule OR-DEPR
- Schedule OR-PTE-FY
- Schedule OR-PTE-PY
- Schedule OR-PTE-NR

**PIT 2-D barcode**

- Form OR-40
- Form OR-40-N
- Form OR-40-P
- Schedule OR-ASC
- Schedule OR-ASC-NP
- Schedule OR-529
- Schedule OR-WFHDC
- Schedule OR-WFHDC-NP
- Form OR-10
- Schedule OR-DONATE
- Schedule OR-ADD-DEP
- Schedule OR-A

**Corp MeF**

- Form OR-20
- Form OR-20-INC
- Form OR-20-INS
- Form OR-20-S
- Form OR-24
- Form OR-37
- Form OR-DRD
- Schedule OR-AF
- Schedule OR-AP
- Schedule OR-ASC-CORP
- Schedule OR-FCG-20

**Oregon composite MeF**

- Form OR-OC

**Trust MeF**

- Form OR-41
- Schedule OR-SCH-P

**Corp 2-D barcode**

- Form OR-20
- Form OR-20-S
- Form OR-37
- Schedule OR-AP

**Partnership MeF**

- Form OR-65
- Form OR-24
- Schedule OR-AP
- Schedule OR-DEPR
- Schedule OR-K-1

**Transit MeF**

**Partnership**

- Form OR-LTD
- Form OR-TM
- Schedule OR-TSE-AP

**Individual**

- Form OR-LTD
- Form OR-TM
- Schedule OR-TSE-AP

**Statewide transit MeF**

- Form OR-STI

**Important for tax year 2018**

- Letter of intent is due by December 1, 2018 for personal income tax (PIT).
- For PIT, ATS testing will begin in early November 2018 through February 1, 2019, unless you've made other arrangements.
- For PIT, you're required to email the tester a 2-D barcode PDF of your passed ATS compare.
- For Business and Fiduciary, ATS testing will begin in early November 2018 through May 31, 2019, unless you've made other arrangements.
- For Business and Fiduciary, you're required to email the tester a PDF of your passed ATS compare.
- 2-D (PIT and Corp) testing will be November 1, 2018 through February 1, 2019, unless you've made other arrangements.
- If you have form limitations, please submit a separate list of those limitations before you submit your test returns. This will speed up the grading process.

# Communication and Expectations

## Documents and materials

Our e-file and paper form documentation will be posted/provided at:

- FTA State Exchange System (SES)
- Draft vendor website

## Refund expectations

To assist Taxpayers and Tax Professionals expecting refunds, we provide a URL or a statement about refund processing. Industry partners should use this statement or URL to communicate and help set the appropriate expectations with external stakeholders. Providing this information will ensure everyone is communicating a consistent refund timing message.

URL: [www.oregon.gov/dor](http://www.oregon.gov/dor)

We will start issuing refunds on February 15, 2019 for personal income tax filers. We won't hold refunds for other tax programs.

## State driver's license/ID card expectations

To clarify the jurisdiction requirements for State Driver's Licenses or ID Cards, we have the following expectations:

### For e-file returns:

- We do not want to receive the DL/ID Card Information with the tax return.
- We want to receive the DL/ID Card Information with the tax return.
- We require the DL/ID Card Information be included with the tax return but will not reject the e-file return.
- We will reject e-file returns if the DL/ID Card Information is not included with the tax return.

To assist taxpayers and tax professionals filing returns, we are providing a URL 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.

URL: [www.oregon.gov/dor](http://www.oregon.gov/dor).

**Statement:** To better validate taxpayers' identities to help detect tax refund fraud, we're now asking for valid driver license or state-issued identification card information on personal income tax returns. Driver license information is not required, but return processing could be delayed if it's not provided.

## Questions, requirements, standards, and recommendations.

### Standards and requirements for confirmation of specific data elements.

- State driver's license data elements.
- For personal income tax returns, the primary and secondary SSN or ITIN(s). For business returns, the FEIN.
- Bank routing and account numbers.

## Signature

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

As the representative of the above named organization, I agree, on behalf of the organization, to comply with all requirements listed above. Furthermore, by signing this agreement, my organization is agreeing to all of the requirements listed above. The Oregon Department of Revenue reserves the right to revoke approval acceptance of any company and thereby refuse to accept any additional returns from such software company that does not adhere to above stated requirements.

As an approved Oregon Department of Revenue provider, I agree to provide true, accurate, current, and complete information about my company. I understand that if I provide any information that is untrue, inaccurate, obsolete, or incomplete, the Oregon Department Revenue has the right to deny, suspend, or terminate my account.

Print name of authorized representative	Email	
Signature of authorized representative <b>X</b>	Date	Phone