

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

This Letter of Intent (LOI) sets forth the specific questions, requirements, and standards for tax software providers for the Pennsylvania 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 returns submitted using your products.

Please complete a registration form for each unique product your company offers.

Name of Company	Product Name	State Software ID
DBA Name	NACTP Member Number	State 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)	

Type of Software Product

- DIY/Consumer (Web-Based)
- DIY/Consumer (Desktop)

- Professional/Paid Preparer (Web-Based)
- Professional/Paid Preparer (Desktop)

**Tax Types Supported** (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Individual Income Tax   | <input type="checkbox"/> Partnership Tax                 |
| <input type="checkbox"/> Fiduciary Tax           | <input type="checkbox"/> S-Corporation Return            |
| <input type="checkbox"/> Corporate/Franchise Tax | <input type="checkbox"/> Pass-Through Partnership/S-Corp |

**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, Generation of LEADS reports, STAR Requirements, etc) 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) does not pose additional risk to the ecosystem.*

Rebranded Product Name	Contact Person	Phone	Email Address	Unique Identifier **
Rebranded Product Name	Contact Person	Phone	Email Address	Unique Identifier **
Rebranded Product Name	Contact Person	Phone	Email Address	Unique Identifier **
Rebranded Product Name	Contact Person	Phone	Email Address	Unique Identifier **
Rebranded Product Name	Contact Person	Phone	Email Address	Unique Identifier **

\*If there are more than 5 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, the PA Department of Revenue has the following requirements for paper forms and/or e-file ATS approval**

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

## Forms and Schedules Supported

Check the forms and schedules that you are supporting.

### **Individual**

- PA40
- PA Sch A
- PA Sch B
- PA Sch C
- PA Sch D
- PA Sch D-1
- PA Sch D-71
- PA Sch E
- PA Sch F
- PA Sch G-L
- PA Sch J
- PA Sch W-2S
- PA Sch SP
- PA Sch RK-1
- PA Sch NRK-1
- PA Sch O
- PA Sch OC
- PA Sch P
- PA Sch T
- REV-1630
- REV-1630A
- PA Sch 19
- PA Sch NRH
- PA Sch 40X
- REV-276
- REV-459B
- W-2 RW

### **Fiduciary**

- PA41
- PA Sch A
- PA Sch B
- PA Sch C
- PA Sch D
- PA Sch D-1
- PA Sch D-71
- PA Sch E
- PA Sch F
- PA Sch G-L
- PA Sch J
- PA Sch DD
- PA Sch RK-1
- PA Sch NRK-1
- PA Sch N
- PA Sch O
- PA Sch OI
- REV-1630F
- PA Sch 41X
- REV-276

### **Partnership**

- PA-20S/PA-65
- P/M/S Directory
- PA Sch D-I
- PA Sch D-II
- PA Sch D-III
- PA Sch D-IV
- PA Sch E
- PA Sch RK-1
- PA Sch NRK-1
- PA Sch M
- PA Sch OC
- PA Sch H-Corp
- PA-65 Corp
- PA Sch CP
- PA Sch A
- PA Sch B
- PA Sch H
- PA Sch NW
- PA Sch J
- PA Sch T
- PA Sch I
- PA Sch KOZ
- PA-65 ESR
- REV-276

### **Corporate**

- RCT-101
- RCT-101I
- RCT-103
- RCT-106
- REV-798
- REV-860
- REV-861
- REV-934
- REV-986
- REV-853
- REV-1175
- REV-1834

# **Communication and Expectations**

## **Documents and Materials**

Pennsylvania Department of Revenue e-file form documentation will be posted/provided at the following locations:

- FTA State Exchange System (SES)

## **Refund Expectations**

To assist Taxpayers and Tax Professionals expecting refunds, Pennsylvania Department of Revenue is providing a URL and/or a statement about refund processing. Industry partners should use this statement and/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: [https://revenue-pa.custhelp.com/app/answers/detail/a\\_id/351/session/L3RpbWUvMTUzNDg3MjA5My9zaWQvKm1sOGJPVW4%3D](https://revenue-pa.custhelp.com/app/answers/detail/a_id/351/session/L3RpbWUvMTUzNDg3MjA5My9zaWQvKm1sOGJPVW4%3D)

**Statement: If you filed electronically, it takes approximately 4 weeks to process your tax return. However, if the department needs to verify information reported on your return or request additional information, the process will take longer. After your overpayment is processed, it normally takes an additional 3 to 4 week for your refund to be mailed or direct deposited.**

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## **State Driver's License/ID Card Expectations**

To help Taxpayers, Tax Professionals, and Industry partners understand the jurisdiction requirements for State Driver's Licenses or ID Cards, Pennsylvania Department of Revenue is providing the following expectations:

### **For e-file returns:**

- Pennsylvania Department of Revenue requires the DL/ID Card Information be included with the tax return but will not reject the e-file return

To assist Taxpayers and Tax Professionals filing returns, Pennsylvania Department of Revenue is providing a URL and/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: <http://www.revenue.pa.gov/OnlineServices/PersonalIncomeTaxe-Services/efile/Pages/default.aspx>

**Statement: As part of a national effort by states to combat stolen-identity tax fraud, software programs are asking tax filers to provide their driver's license number or state-issued identification card number with their filing. Providing this information gives the Department of Revenue an extra security measure to help prevent refund fraud related to identity theft. Your return will not be rejected if you do not have a driver's license or state-issued identification. Providing the number is strictly voluntary and may help speed the processing of your return.**

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## **Questions, Requirements, Standards and Recommendations**

This section represents the jurisdiction specific requirements and standards for tax software providers.

### **Specific Questions**

1. Do you support unlinked jurisdictional returns?
  - a.  Yes
  - b.  No
  
2. What refund products or payment vehicles do you offer your customers? If you partner with an entity to provide refunds (e.g. Amazon.com or other pre-paid cards), please provide the names and bank routing numbers (RTNs) of each company. Attach a separate sheet if necessary.

## **Filing Instructions**

Please e-mail your completed LOI for 2018 to the following:

**For Individual and Fiduciary:** [RA-RV-BIT-MeF@pa.gov](mailto:RA-RV-BIT-MeF@pa.gov)

**For Corporate and S-Corporation:** [RA-FedStTestCorp1120@pa.gov](mailto:RA-FedStTestCorp1120@pa.gov)

**For Partnership and Pass-Through Partnership/S-Corp:** [RA-FedSt-TP1065@pa.gov](mailto:RA-FedSt-TP1065@pa.gov)

## **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 Pennsylvania 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 Pennsylvania Department of Revenue generated from this software will be printed from the initially approved product version, or a subsequent product update.
- I acknowledge Pennsylvania 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 Pennsylvania Department of Revenue
- I acknowledge 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 Pennsylvania 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 Pennsylvania 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 Pennsylvania Department of Revenue has the right to deny, suspend, or terminate my account.

(AUTHORIZED REPRESENTATIVE) PRINTED NAME	EMAIL ADDRESS	
(AUTHORIZED REPRESENTATIVE) SIGNATURE	DATE	PHONE NUMBER