



## 2016 Virginia Tax Software Provider Registration & Letter of Intent Due November 15, 2016

Complete this form to request approval from the **Virginia Department of Taxation (the Department)** to provide tax preparation software for electronic and paper forms submission. By completing this form, you agree to comply with all national security summit standards and requirements and state specific requirements identified in this registration form. If your submitted form is not complete, your requested participation will be denied.

**Note:** 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	Website Address/URL	Company FEIN
City	State	Zip Code
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
Test EFIN(s)	Test ETIN(s)	
Production EFIN(s)	Production ETIN(s)	

Substitute Forms Section		
State Substitute Form Vendor 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

\*If you have separate contacts for each tax type, please attach a separate contact list.

**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)

Forms   e-File

- Individual Income Tax
- Estate / Trust / Fiduciary Tax
- Corporate / Franchise Tax
- Insurance Premium Tax
- Sales and Use Tax
- Miscellaneous Tax

Forms   e-File

- Property Tax
- Partnership Tax
- S-Corporation Return
- Pass-Through Partnership / S-Corp
- Withholding Tax

**Forms and Schedules Supported** (Check all that apply)

Please place a checkmark in the box next to each form to indicate that your software product supports the Virginia return/schedule within your software. The Department requires software companies to support print versions of any return or schedule that is supported within e-File. If the software product only supports a basic version of tax return and does not support the more complex schedules, please place an N/S in the e-File column to indicate the schedule is Not Supported within the product.

**Note:** The forms listed are forms the Department requires to be submitted for review and approval.

**Individual Income Tax:**

Virginia Forms & Schedules	Description	e-File	Forms for Print
760(CG)	Virginia Resident Tax Return – Substitute Form		
Schedule INC/CG	Virginia Substitute Form for Reporting Withholding		
760C	Virginia Underpayment of Estimated Tax by Individuals, Estates, and Trusts		
760ADJ	Virginia Schedule ADJ		
760F	Virginia Underpayment of Estimated Tax by Farmers and Fisherman		
760PY	Virginia Part-Year Resident Income Tax Returns		
760PY ADJ	Virginia Schedule 760PY ADJ		
760PY Schedule of Income	Virginia Schedule of Income		
763	Virginia Non Resident Income Tax Return		
763ADJ	Virginia Schedule 763 ADJ		
763-S	Virginia Special Nonresident Claim For Individual Income Tax Withheld		
Virginia Schedule CR	Virginia Credit Computation Schedule		
Virginia Schedule FED	Virginia Schedule of Federal Information		
Virginia Schedule L	Virginia Schedule for List of Participants (per 765)		
Virginia Schedule OSC	Virginia Schedule OSC – Credit Paid to Another State		
Virginia Schedule VAC	Virginia Schedule of Contributions		
Virginia Schedule VACS	Supplemental Contributions Schedule for the Virginia College Savings Plan		
760ES	Virginia Individual Income Estimated Income Tax Payment Voucher		
760IP	Virginia Individual Automatic Extension Payment Coupon		
760-PMT	Virginia Individual Return Payment Coupon (760, 763, 760PY) <i>Note: Print purposes only for check payments</i>		
760-PFF	Virginia Individual Return Payment Coupon for Farmers, Fisherman and Merchant Seamen (760, 763, 760PY) <i>Note: Print purposes only for check payments</i>		
765	Virginia Unified Nonresident Individual Income Tax Return		
770	Virginia Estates, Trusts & Unified Nonresidents Tax Return		
770ES	Virginia Estimated Income Tax Payment Voucher – Estates / Trusts / Unified Nonresidents		
770IP	Virginia Automatic Extension Payment Voucher (770 and 765)		
CU-7	Virginia Consumer's Use Tax Return For Individuals		

**Corporation Income Tax:**

Virginia Forms & Schedules	Description	e-File	Forms for Print
500	Virginia Corporation Income Tax		
500A	Virginia Multistate Corporation Allocation and Apportionment of Income Schedule		
500AB	Virginia Schedule of Related Entity Backs and Exceptions		
500AC	Virginia Schedule of Affiliated Corporations Consolidated and Combined Filers		
500ADJ	Virginia Schedule of Adjustments		
500C	Virginia Underpayment of Estimated Tax by Corporations		
500CP	Virginia Corporation Automatic Extension Payment Coupon		
500CR	Virginia Credit Computation Schedule		
500EC	Virginia Electric Cooperative Modified Net Income Tax Return		
500EL	Virginia Electric Suppliers Corporation Minimum Tax and Credit Schedule		
500ES	Virginia Corporation Estimated Income Tax Payment Voucher		
500FED	Virginia Schedule of Federal Line Items		
500MT	Virginia Electric Cooperatives Minimum Tax and Credit Schedule		
500NOLD	Virginia Corporation Application for Refund-Carryback of NOL		
500T	Virginia Telecommunications Companies Minimum Tax and Credit Schedule		
500V	Virginia Corporate Income Tax Payment Coupon		

**Partnership Income Tax:**

Virginia Forms & Schedules	Description	e-File	Forms for Print
502	Virginia Pass-Through Entity Return of Income and Return of Nonresident Withholding Tax		
502A	Virginia Multistate Pass-Through Entity Allocation and Apportionment of Income		
502ADJ	Virginia Schedule of Adjustments		
502V	Virginia Pass-Through Entity Tax Payment Voucher		
502 VK-1	Owner's Share of Income and Virginia Modifications and Credits		
502W	Virginia Pass-Through Entity Withholding Tax Payment Voucher		

**Insurance Premiums License Tax:**

Virginia Forms & Schedules	Description	e-File	Forms for Print
800	Virginia Insurance Premiums License Tax Return		
Schedule 800ADJ	Virginia Insurance Premiums License Tax Schedule of Adjustments		
Schedule 800B	Virginia Guaranty Fund Assessment Credit Worksheet		
Schedule 800CR	Virginia Insurance Premiums License Tax Credit Schedule		
Schedule 800RET	Virginia Retaliatory Tax Report		
Schedule 844	Virginia Statement of Exemption		
800C	Virginia Underpayment of Estimated Insurance Premiums License Tax		
800V	Virginia Insurance Premiums License Tax Payment Voucher		
800IES	Virginia Insurance Premiums License Tax Declaration Insurance Premiums Estimated Payment Voucher (per R-1A package)		
800ES	Virginia Insurance Premiums License Tax Estimated Payment Vouchers		
801	Insurance Premiums License Tax Estimated Payment Vouchers		
802	Virginia Surplus Lines Brokers Annual Reconciliation Tax Return		
802V	Virginia Surplus Lines Brokers – Annual Reconciliation Tax Payment Voucher		

**Sales and Use Tax:**

Virginia Forms & Schedules	Description	e-File	Forms for Print
AST-2	Dealer's Aircraft Sales and Use Tax Return		
AST-3	Aircraft Sales and Use Tax Return		
DM-1	Digital Media Fee Tax Return		
MVR-420	Motor Vehicle Rental Tax Return		
MVR-420B	Virginia Schedule of Local Motor Vehicle Rental Taxes		
MVR-420V	Motor Vehicle Rental Tax Voucher		
ST-APC	Accelerated Sales and Use Tax Payment Voucher		
ST-6	Direct Pay Permit Sales Tax Return		
ST-6B	Virginia Schedule of Local Sales and Use Taxes (ST-6 and ST-7)		
ST-6R	Virginia Schedule of Regional State Sales and Use Tax (ST-6 and ST-7)		
ST-6V	Direct Pay Permit Sales Tax Payment Voucher		
ST-7	Business Consumer's Use Tax Return		
ST-7V	Business Consumer's Use Tax Payment Voucher		
ST-8	Out-of-State Dealer's Use Tax Return		
ST-8B	Virginia Schedule of Local Sales and Use Taxes		
ST-8R	Virginia Schedule of Regional State Sales and Use Tax		
ST-8V	Out-of-State Dealer's Use Tax Payment Voucher		
ST-9	Retail Sales and Use Tax Return		
ST-9B	Virginia Schedule of Local Sales and Use Taxes		
ST-9R	Virginia Schedule of Regional State Sales and Use Tax		
ST-9V	Retail Sales and Use Tax Payment Voucher		

Virginia Forms & Schedules	Description	e-File	Forms for Print
T-1	Tire Recycling Fee Tax Return		
VM-2	Vending Machine Dealer's Sales Tax Return		
VM-2B	Virginia Schedule of Vending Machine Sales by Locality		
VM-2V	Vending Machine Dealer's Sales Tax Voucher		
WCT-2	Dealer's Monthly Return of Watercraft Sales and Use Tax		

**Withholding Tax:**

Virginia Forms & Schedules	Description	e-File	Forms for Print
VA-5 Monthly	Monthly Withholding Tax Return		
VA-5 Quarterly	Quarterly Withholding Tax Return		
VA-6	Annual / Final Withholding Tax Reconciliation		
VA-6H	Household Annual Withholding Tax Reconciliation		
VA-15	Semi-Weekly Withholding Tax Payment		
VA-16	Quarterly Withholding Reconciliation of VA-15 Payments		

**Miscellaneous:**

Virginia Forms & Schedules	Description	e-File	Forms for Print
404	Soft Drink Excise Tax Return		
1034	Forest Products Tax Return		
1035	Forest Product Tax Return – Small Manufacturers		
CO-1	Corn Assessment Tax Return		
CT-75	Virginia Communication Taxes Return		
CT-75B	Virginia Cable Franchise Fee Schedule		
CT-75V	Virginia Communication Taxes Voucher		
CX-1	Cotton Assessment Tax Return		
EG-1	Egg Excise Tax Return		
Form 200	Litter Tax Return		
PN-1	Peanut Excise Tax Return		
SG-1	Small Grains Assessment Tax Return		
SH-1	Sheep Assessment Tax Return		
TT-8	Tobacco Products Tax Return		
TT-8V	Tobacco Products Tax Voucher		

# National Security Summit Standards and Requirements

National standards have been developed to protect taxpayers from identity theft tax refund fraud. You are agreeing to adhere to all IRS, State, and Industry Security Summit guidelines as a condition of providing tax software product(s) to taxpayers and tax professionals for individual and business income tax MeF.

**Standards in this section apply to all Do It Yourself (DIY) Consumer and Professional, Paid Preparer Products, tax professional, and volunteer (VITA) products.**

**Note:** Items highlighted in blue indicate a national security summit standard or requirement document. A comprehensive list of those documents is also provided at the end of this document.

## Authentication Data Elements

Nationally identified **Authentication Data Elements** in the state e-standards schema sets have been established to identify and authenticate a taxpayer and prevent identity theft tax refund fraud. Tax Software Providers are required to transmit all data elements included in the *state authentication data elements* when available. If you are not providing all data elements you must explain what you are not providing and why you are unable to provide them in the space provided below.

## Authentication Trusted Customer Requirements

Nationally identified minimum [Industry Trusted Customer Requirements](#) have been established to authenticate the customer logging in and prevent identity theft tax refund fraud. Tax Software Providers are required to adhere to the minimum standards. You must verify that you are adhering to minimum standards in the space provided below.

1. Describe the process in which the new and returning tax professionals gain access to use your product. Attach a separate sheet if necessary.
2. How do you use out-of-band verification practices for your customer account verification process? Please describe what you do and how it is used. Attach a separate sheet if necessary.

3. Do you meet nationally recognized standards for implementing customer account authentication by using:
  - a. The standards identified in the Identity Authentication section of the 2017 Industry Trusted Customer Requirements? Please explain how you meet those standards. Attach a separate sheet if necessary.
  
  - b. An equivalent standard for identity authentication that meets or exceeds the minimum requirements? If yes, please describe your proposed process. Attach a separate sheet if necessary.
  
4. For the Online Do-It-Yourself software, when there is more than one account using a Primary and/or Secondary SSN this or the previous year:
  - a. Do you notify both account holders that the SSN is used within another account for the current and previous year? (This also requires including the appropriate authentication review code within the return schema when the SSN is used in another account for the current and previous year.) **Or**
  
  - b. Do you notify both account holders that the SSN is used within another account only for the current year? (This also requires including the appropriate authentication review code within the return schema when the SSN is used in another account for the current and previous year.)

## **Information Sharing**

Nationally identified [Information Sharing](#) standards for analyzing and reporting questionable activity associated with identity theft tax refund fraud have been established. You are required to provide regular leads reporting according to the information sharing requirements.

## **Rapid Response Process**

Nationally identified [Rapid Response](#) procedures have been established. When industry, states, or the IRS discover an incident or threat of significance in the tax ecosystem, the rapid response process must be activated. Tax software providers should:

- Conduct initial analysis and immediately take steps to block or contain any threat.
- Share detailed information with the impacted states as soon as it becomes available and permitted by applicable laws, regulations, and relevant information sharing agreements.
- Initiate the rapid response team per the Rapid Response procedures.

**Note:** If the tax software provider fails to timely notify the affected state of a significant, escalating issue, their ability to submit returns to the state may be removed.

## Safeguarding e-file/Information

Nationally recognized rules and standards to safeguard e-file information from fraud and abuse have been established. All Individual (1040 family) return providers must adhere to the [Safeguarding E-File Standards](#) as outlined in IRS Publication 1345.

All business return providers must adhere to the “MeF Rules Protecting Taxpayer Information” and “Safeguarding MeF Data from Fraud and Abuse” sections of [IRS Publication 4163](#). This includes sections 2.3, 2.4, and 2.5 of the publication.

**Note:** If the tax software provider fails to adhere to these rules and standards as published by the IRS for the respective return types submitted to the Department, their ability to submit such returns to the Department may be removed. This includes reporting security-related incidents to the Department.

## Strategic Threat Assessment & Response (STAR)

Nationally identified [Security Control](#) standards have been established. Tax software providers must adhere to these security controls. Please provide an answer to the questions listed below. Attach a separate sheet if necessary.

1. Have you implemented the current requirements defined in the Security Control standard? At what level will your company implement the STAR security controls for the filing season? If no, please provide an explanation of your current progress and remediation plans. Please provide documentation to validate your statement.
2. Have you implemented controls beyond the first year’s requirements? If yes, please explain what you’ve implemented.

## **National Disclosure and Use of Information Standards**

Nationally established language has been developed for the disclosure and use of information related to filing a tax return. This section provides the language to which tax software providers must adhere.

### Tax Service Provider Definitions

In this section, “tax services provider” is defined three different ways:

- An **Electronic Return Originator (ERO)** is authorized IRS e-file Provider that originates the electronic submission of returns to the IRS.
- A **Software Developer** is an authorized IRS or state e-file Provider that develops software for the purposes of (a) formatting the electronic portions of returns according to Publication 4164 or state specifications and/or (b) transmitting the electronic portion of returns directly to the IRS or the state. A Software Developer may also sell its software.
- A **Transmitter** is an authorized IRS or state e-file Provider that transmits the electronic portion of a return directly to the IRS or the state. An entity that provides a “bump up” service is also a Transmitter. A bump up service provider increases the transmission rate or line speed of formatted or reformatted information that it is sending to the IRS or the state via a public switched telephone network.

**Note:** A tax service provider may serve its customers in more than one of these roles.



## **Disclosure and Use of Information Language**

A tax services provider may use any tax return information provided by a taxpayer, for the current or prior tax years, for the purpose of identifying a suspicious or potentially fraudulent return that claims to be from, or related to, that taxpayer. For these purposes, “tax return information” means any and all documents or materials that the tax services provider uses in the course of the return preparation and submission process that are provided by the taxpayer or that are required by the taxing authority that the tax services provider uses in the course of the return preparation and submission.

Tax service providers must produce analytic compilations of federal and state tax return and submission information that directly relate to the internal management or support of the tax services provider’s business, which must include aggregated data compilations to identify potentially fraudulent behaviors or patterns.

Tax services providers must disclose the compilations of tax information to the Department through IRS secure data transmission on at least a weekly basis and identify by use of federal and state submission IDs any return the preparer believes is potentially fraudulent.

In addition, if a tax services provider has a bona fide belief that a particular individual’s activity, violated a state or federal law, the tax services provider must disclose that individual’s tax return information to the Department.

The following consent language must be added to electronic filing software to notify the user of the use of this information.

### **For Do-It-Yourself software:**

*By using a computer system and software to prepare and transmit return(s) electronically, I consent to the disclosure of all information pertaining to my use of the system and software to Virginia’s Department of Taxation, as applicable by law, and to the transmission of my tax return(s).*

### **For Tax Professional software:**

*By using a computer system and software to prepare and transmit my client’s return electronically, I consent to the disclosure of all information pertaining to my use of the system and software to create my client’s return and to the electronic transmission of my client’s tax return to the Department, as applicable by law.*

### **For Business software:**

*By using a computer system and software to prepare and transmit this business return electronically, I consent to the disclosure of all information pertaining to the user of the system and software to create this business return and to the electronic transmission of this business tax return to the Department.*

## **National Security Summit Standards and Requirements Documents**

The most recent version of national security summit standards and requirements documents referenced below are available to states through the Federation of Tax Administrators (FTA) Website for state revenue agencies, and through the State Exchange System (SES) for industry partners approved by a member state. National security summit standards and requirements documents include those addressing:

- Authentication Data Elements
- Information Sharing
- Rapid Response Procedures
- Security Control Standards
- Industry Trusted Customer

# State Requirements, Standards, and Questions

## Important Notice

The Department is committed to providing secure, efficient and accurate returns processing to all who are required to file a tax return in Virginia. The Department places high standards on itself, its filers, and its software providers to deliver on the Department's commitment.

The Department reserves the right to decline, decertify, revoke or limit approval or acceptance of any software provider's product and thereby refuse to accept any additional returns from such software product that does not adhere to the specified requirements.

Should your product be decertified by the Department, you agree to remove references asserting your product's ability to service Virginia taxes from all public materials within 48 hours notice from the Department, and to provide immediate notice to any clients in the process of filing with the Department before ceasing Virginia services.

## Virginia Department of Taxation shall:

- Review the Tax Software Provider Registration form and perform a suitability review and notify the Tax Software Provider of the results of the review within 10 business days.
- Publish on the Department's website Virginia forms in early release by August 1<sup>st</sup>. Instructions will be published in early release by September 30<sup>th</sup> to ensure that software providers have adequate time to develop their programs and complete all required testing and approvals through the Department.
- Publish final schemas no later than September 30<sup>th</sup> or within 7 business days of E-Standards final approval of the annual states' schema set.
- Publish a scenario based testing regimen for all e-File certifications. The Virginia Testing Packages will be published by October 1<sup>st</sup>.
- Publish the following e-File guides and special specifications on the FTA Secure State Exchange System by October 1<sup>st</sup>.
  - The Virginia Individual e-File Guide
  - The Virginia Corporation and PTE e-File Guide
  - The Virginia Fiduciary Income e-File Guide
- Publish the following substitute forms guidelines and specifications on the FTA Secure State Exchange System by September 1, 2016.
  - The Virginia Substitute Forms Guidelines and Standards for Formatting, Content and Approval
  - 760CG Exact Positioning Specifications
  - Vendors supporting only substitute forms must send an email to [SubstituteForms@tax.virginia.gov](mailto:SubstituteForms@tax.virginia.gov) to request these substitute forms specifications.
- Make available to the Electronic Return Originator (ERO) acknowledgement of acceptance or rejection of taxpayer returns within 2 business days of the return being made available from the IRS.
- Begin ATS e-File testing with the opening of the IRS' ATS testing in early November.
  - Initial test submissions will be acknowledged within 3-5 business days of receipt.
  - Subsequent re-test transmissions will be reviewed, acknowledged and feedback will be provided within 5 business days.

- The Department will commence annual paper forms testing October 1<sup>st</sup> with the exception of the 760CG package of forms which will commence November 1<sup>st</sup> through February 1<sup>st</sup>. All other business forms, sales, withholding, and miscellaneous forms will be performed on a continuous cycle.
  - Initial test submissions will be reviewed and acknowledged with feedback within 5 days of receipt.
  - Subsequent re-test submission will be reviewed and acknowledged with feedback 7-10 business days.
- Notify the software provider immediately when errors within their software are adversely affecting the processing of Virginia returns.
- Classify software errors as critical or non critical. This applies to both errors found by the Department and errors identified by the software provider.

### **Software Provider agrees to:**

- Notify the Department immediately when errors in their software affect Virginia taxpayers.
  - Critical errors will be resolved within 3 to 5 business days.
  - Non-critical errors will be resolved within 5 to 10 business days.
  - Notify the Department when the problem is resolved.
  - Provide timely software updates and technical support to their Virginia customers.
  - If software provider is unable to resolve a critical error within specified timeframe, the Department may temporarily suspend accepting and processing returns until the error is resolved.
- To the extent that a critical error is found that negatively impacts Virginia taxpayers and is directly and solely caused by the tax preparation software, the software provider will work with the Department and affected taxpayers to find appropriate solutions and mitigate the impact of the error.
- Notify customers of minimum computer and print settings needed when submitting forms and payments either electronically or on paper for processing purposes.
- Abide by the following testing standards.
  - Work directly with Department staff to satisfy testing requirements in a timely fashion.
  - Submit test returns within the test timeframes detailed in the section above. Exceptions may be considered on a case by case basis.
  - Create tax returns that incorporate all the criteria detailed within each test scenario provided by the Department.
  - The software provider will not be allowed to submit returns before successfully completing all required testing and approval has been issued by the Department.
  - Software vendors with previous history of issues with their products in Virginia may be required to perform a more rigorous testing methodology to validate the adequacy of their product.
  - While every effort will be made to be flexible during the testing window, the Department reserves the right to decertify the participation of a software provider's if testing is inadequate, not completed timely or continues to be a strain on Department testing resources.
- Develop substitute tax forms in accordance with the Virginia Substitute Forms Guidelines and Standards for Formatting, Content and Approval and the 760CG Exact Positioning Specifications issued by the Department and agrees to:
  - Submit all required computer generated Virginia forms to the Department for testing and approval.
  - Not allow the forms to be printed from their software until fully approved by the Department.

- Adhere to all specifications in Virginia Publications.
  - The Virginia Individual e-File Guide.
  - The Virginia Corporation and PTE e-File Guide.
  - The Virginia Fiduciary Income e-File Guide.
  - The Virginia Substitute Forms Guidelines and Standards for Formatting, Content and Approval.
  - 760CG Exact Positioning Specifications.
- Withhold advertising Virginia’s acceptance of their software, and will not accept Virginia returns, until Virginia’s certification is complete.
- Appropriately and timely respond to changes requested by the Department throughout the filing season to include providing a projected implementation date for agreed upon changes.
- Not use any branding logo or trademarks of the Department without the expressed written consent.
- Retrieve the acknowledgements within 2 business days of the Department’s transmission of those acknowledgements and will send to the taxpayer within one business day.

### **Standards and Requirements for Transferring Data Year over Year**

Transferring data year-over-year that is not initially entered accurately causes issues with processing tax returns. The following items should not be transferred year over year:

- State driver’s license data elements.
- State withholding account numbers.
- State identity PINs.
- Locality codes.
- Direct deposit and direct debit bank routing and transit number and account number.

### **State Specific Questions**

- Do you support unlinked state returns?
  - Yes
  - No
- What refund products or payment vehicles do you offer your customers? If you’re a provider 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.
- If the software does not support all additions, subtractions, deductions, credits, contributions, withholding type and/or binary attachments, please list what is not supported. Attach a separate sheet if necessary.

## Data Breach Reporting

All software providers executing this agreement are subject to the data breach security laws of Virginia Code Section 18.2 – 186.6 and/or regulations of the Virginia Office of the Attorney General including but not limited to provisions regarding who must comply with the law, definitions of “personally identifiable information”, what constitutes a breach, requirements for notice, and any exemptions.

For more information see [Virginia Data Breach Notification](#). In addition to the provisions above, you are also required to notify the Department of any unauthorized disclosure or data breach involving Virginia taxpayers.

## Signature

As an authorized representative of the above named organization, I agree, on behalf of the organization, to comply with all requirements contained in this document in their entirety. Failure to comply may result in the revocation of approval and decertification of the software provider’s software product thereby disallowing any further return submissions.

As an approved Virginia Department of Taxation 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 Virginia Department of Taxation has the right to deny, suspend, or terminate this agreement.

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

**The signed agreement must be received by the Virginia Department of Taxation by October 15, 2016.**

Email to:

- [Ind\\_eFile@tax.virginia.gov](mailto:Ind_eFile@tax.virginia.gov) – Individual Income Tax
- [Bus\\_eFile@tax.virginia.gov](mailto:Bus_eFile@tax.virginia.gov) – Corporation and Pass-Through Entity Income Tax
- [Fid\\_eFile@tax.virginia.gov](mailto:Fid_eFile@tax.virginia.gov) – Fiduciary Income Tax
- [SubstituteForms@tax.virginia.gov](mailto:SubstituteForms@tax.virginia.gov) – Substitute Forms