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 2024

This form must be completed and submitted to
Individual/Fiduciary Income Tax: Ashleigh.Johnson@ky.gov
Corporate Income Tax: Sarah.Livers@ky.gov & Holly.Hannis@ky.gov
Withholding Tax (K5): krc.webresponsebulkfiling@ky.gov or Kala.Nichols@ky.gov
E-Commerce Branch Manager: Krystal.Embry@ky.gov

Due: December 31, 2024

2024 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 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 or provide an incomplete form, 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.

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 LOI by the December 31, 2024.
- Substitute forms approval must be completed by the December 31, 2024.
- Assurance testing (ATS) begins on November 7, 2024.

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	Product URL	Company FEIN
City	State	Zip code
List your other product names using the same calculation engines here: **Note:** The same calculation engine is defined as products that use the same calculation engine and support all the same forms and schedules.		

IRS issued electronic identification numbers

List your IRS electronic identification numbers.

	EFIN(s)	ETIN(s)
Individual Tax	Test EFIN(s)	Test ETIN(s)
	Production EFIN(s)	Production ETIN(s)
Business Tax	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
Secondary 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 business tax type, please list them by tax type on a separate sheet and attach it 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	☐	e-File	☐	Substitute forms
Property tax	☐	e-File	☐	Substitute forms
Estate/trust/fiduciary tax	☐	e-File	☐	Substitute forms
Partnership tax	☐	e-File	☐	Substitute forms
Corporation/franchise tax	☐	e-File	☐	Substitute forms
S-Corporation return	☐	e-File	☐	Substitute forms
Insurance premium tax	☐	e-File	☐	Substitute forms
Pass-Through partnerships/S-Corporation	☐	e-File	☐	Substitute forms

Rebranded software products

Complete this section only if your product is rebranded.

For software to be considered rebranded, changes <u>cannot</u> 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.

Rebranded product name	ETIN (if applicable)	Contact person	Phone	Email address
Rebranded product name	ETIN (if applicable)	Contact person	Phone	Email address
Rebranded product name	ETIN (if applicable)	Contact person	Phone	Email address
Rebranded product name	ETIN (if applicable)	Contact person	Phone	Email address
Rebranded product name	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 substitute forms and/or e-File ATS approval:

- Rebranded Products are required to complete an abbreviated e-File ATS/substitute form approval process

E-file mandates or requirements

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 by tax type (check all that apply)

Check the boxes of the forms and schedules your company supports.

Tax Type and Forms	E-File	E-File Amended	Substitute Forms	2-D Barcode
INDIVIDUAL INCOME TAX FORMS				
Form 740	☐	☐	☐	☐
Form 740-NP	☐	☐	☐	☐
Form 740-NP-R	☐	☐	☐	☐
Schedule A (Form 740)	☐	☐	☐	☐
Schedule A (Form 740-NP)	☐	☐	☐	☐
Schedule ITC	☐	☐	☐	☐

Form			
Schedule J	☐	☐	☐	N/A
Schedule KNOL	☐	☐	☐	N/A
Schedule KW-2	☐	☐	☐	☐
Schedule M	☐	☐	☐	☐
Schedule P	☐	☐	☐	☐
Form 2210-K	☐	☐	☐	☐
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	E-File	E-File Amended	Substitute Forms
ESTATE/TRUST/FIDUCAIARY INCME TAX FORMS			
Form 741	☐	☐	☐
Form 741 Schedule D	☐	☐	☐
Form 741 Schedule K-1	☐	☐	☐
Form 8879-F	☐	☐	☐

Tax Type and Forms	E-File	E-File Amended	Substitute Forms
CORPORATE INCOME TAX FORMS			
Form 720	☐	☐	☐
Form 720U	☐	☐	☐
Form PTE	☐	☐	☐
Form PTE-K	☐	☐	☐
Form PTE-K1	☐	☐	☐
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	☐	☐	☐
Form 720-DS ELECT	☐	☐	☐
Form K-LOA	☐	☐	☐
Schedule A	☐	☐	☐
Schedule BIO	☐	☐	☐
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 INV	☐	☐	☐
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 KQBI	☐	☐	☐
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	☐	☐	☐

Tax Type and Forms	E-File	E-File Amended	Substitute Forms
Schedule VERB	☐	☐	☐
Form PTE-WH	☐	☐	☐
Form 740-PTET	☐	☐	☐
Form 740-PTET-ES	N/A	N/A	☐
Form PTET-CR	☐	☐	☐
Form PTET-P	N/A	N/A	☐
Form 740NP-WH	☐	☐	☐
Form740NP-WH-ES	N/A	N/A	☐
Form 740NP-WH-SL	☐	☐	☐
Form NRWH-P	☐	☐	☐
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
Tax Type and Forms	**E-File**	**E-File Amended**	**Substitute Forms**
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	☐
Form PTE-V	N/A	N/A	☐

Electronic amended returns

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.   If there are additional limitations after completing the LOI, please provide it before you submit ATS testing.

Are there any differences in the forms you support based on the type of software? If yes, please explain those differences.

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 during the filing season after agency approval. Submit this information via email to Krystal.Embry@ky.gov and include the date the electronic or paper product will be ready to submit.

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.

Security incident requirements

Unless otherwise prohibited by law, all data breaches, security incidents, or other improper disclosures of taxpayer data must be promptly reported to the Kentucky Department of Revenue, pursuant to KRS Chapter 131 et seq., and the Kentucky Office of Attorney General, in their role as advocate for citizens of the Commonwealth of Kentucky under KRS Chapter 15.

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 follow the schema requirements. Find Kentucky Department of Revenue schema requirements on SES.

Testing and submissions

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

Validation of data elements

You must validate 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

Software limitations
Provide any software limitations to forms or schedules you support during ATS. Failure to provide this information could delay the review of your test returns.

Software exceptions
Provide any exceptions to forms or schedules you support based on the type of software during ATS. Example, a DIY product does not support the same schedules as a professional product. Failure to provide this information could delay the review of your test returns.

Schedule KW-2
The Schedule KW-2 – Kentucky Income Tax Withheld, is used in tax years 2017 forward 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 great 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 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/or 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/or 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/or 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 for individual income tax

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 return but won't reject the return if it's not included. 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).

Kentucky Department of Revenue is providing 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 message is expected to be displayed within the software in a way to maximize the likelihood the message is read.

Statement:

*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 a statement for refund processing. 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.

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

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.

Taxes due expectations

Kentucky Department of Revenue is providing a URL about taxes due, such as due dates and payment methods. 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.

URL: revenue.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 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 an additional sheet if more lines are needed.	
Name	RTN

2. Kentucky accepts linked and unlinked returns. Indicate what you support for each e-file type:			
Filing Type	Linked	Unlinked	Both
CORPORATE	☐	☐	☐
PARTNERSHIP	☐	☐	☐
ESTRST	☐	☐	☐
INDIVIDUAL	☐	☐	☐

3. Indicate if you will be supporting the following Financial Transactions for TY2024:			
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 - KYForm740NPWH	☐	☐	☐
StatePayment-Tax - KYForm740PTET	☐	☐	☐
StatePayment-Tax - KYFormPTE	☐	☐	☐
StatePayment-Estimated Tax Payment - KYForm740	☐	☐	☐
StatePayment-Estimated Tax Payment - KYForm740-NP	☐	☐	☐
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 TY2024 amended returns?			
Return Type	Yes	No	N/A
720	☐	☐	☐
720U	☐	☐	☐
725	☐	☐	☐
740NPWH	☐	☐	☐
740PTET	☐	☐	☐
PTE	☐	☐	☐
740	☐	☐	☐
740-NP	☐	☐	☐
741	☐	☐	☐

5. Kentucky wants to receive Taxes Paid to Other States (TPOS) data when applicable and has provided a cross walk for the software provider when schemas are released. Does your company support the TPOS schema for the filing season?			
TPOS schema supported for the following return types:	**Yes**	**No**	**N/A**
740	☐	☐	☐
740-NP	☐	☐	☐
740-NP-R	☐	☐	☐

6. Will you be supporting e-file for prior year returns in processing year 2025? Kentucky accepts the following prior year returns through MeF for processing year 2025.

Form	Tax Year 2023			Tax Year 2022		
	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.

First and last name	Phone number	Email address
	Authorized access ☐ e-File ☐ Forms	Tax types ☐ IND ☐ CORP ☐ PART ☐ ESTRST ☐ WH
First and last name	Phone number	Email address
	Authorized access ☐ e-File ☐ Forms	Tax types ☐ IND ☐ CORP ☐ PART ☐ ESTRST ☐ WH
First and last name	Phone number	Email address
	Authorized access ☐ e-File ☐ Forms	Tax types ☐ IND ☐ CORP ☐ PART ☐ ESTRST ☐ WH
First and last name	Phone number	Email address
	Authorized access ☐ e-File ☐ Forms	Tax types ☐ IND ☐ CORP ☐ PART ☐ ESTRST ☐ WH
First and last name	Phone number	Email address
	Authorized access ☐ e-File ☐ Forms	Tax types ☐ IND ☐ CORP ☐ PART ☐ ESTRST ☐ WH
First and last name	Phone number	Email address
	Authorized access ☐ e-File ☐ Forms	Tax types ☐ IND ☐ CORP ☐ PART ☐ ESTRST ☐ WH
First and last name	Phone number	Email address
	Authorized access ☐ e-File ☐ Forms	Tax types ☐ IND ☐ CORP ☐ PART ☐ ESTRST ☐ WH
First and last name	Phone number	Email address
	Authorized access ☐ e-File ☐ Forms	Tax types ☐ IND ☐ CORP ☐ PART ☐ ESTRST ☐ WH