Maine Vendor Testing F.A.Q.

If you have any questions you would like me to add to this F.A.Q. feel free to send the questions to the vendor forms inbox and I will update it for next year.

Q – I have my submission ready for testing, what I the best way to get it to you?

***A – The best and most simple way you can get us your submission is my emailing a PDF version of it to the inbox*** ***vendorforms.mrs@maine.gov******. You can also send printed out copies through the tradional mail to the address 51 Commerce Dr Augusta ME, 04330. Attention to Vendor Forms Testing. In cases where you have your own local site for us to log in to to get access to your forms, you would need to provide a account for us to log into and directions on how to do so with each email submission you provide us. Make sure it is clearly stated in the email.***

Q - The data in some of your 2D barcode test cases are either incorrect, do not makes sense or our system cannot put in the data you have there. Do we have to match what you have in the test cases exactly?

***A - No, the test cases are just examples that try to cover as much of the given 2D barcode as we can. Sometimes in an attempt to cover more of the test case with data the logic flow of the math might be off. You can put your data in any test case if you like.***

Q - There have been no changes to this form from last year. Do I still need to submit it this year?

***A - Yes, every tax year, each form you plan on reproducing for us must be resubmitted for review even if it is just a year change. It is more of a “paper trail” purpose so we can keep track of what vendor is working on what form each tax year.***

Q - My company is not able to create 2D barcodes for various reasons. What do I need to do?

***A - You can request a 2D waiver for that form and tax year. You can do that by sending an email to*** ***VendorForms.MRS@maine.gov******. In the email, you just need to state who you are (company), the form or forms you need the 2D wavier for, and the reason why you need the waiver (not enough time to program, you don’t put out enough forms to justify the time and cost, etc). The testing team will forward the request to our manager and email back with their response. The 2D wavier is only valid for the forms listed and for that tax year. If you need another 2D wavier for that form, you need to send another request next tax year.***

Q - I see last year's forms on the SES, but I don’t see any of this year’s forms. Where are they?

***A - It is possible when your SES account was created you were not set up to see the next year's forms. Contact*** ***Michelle.M.Andrews@maine.gov*** ***and let her know your issue and she should be able to help you out. It is also possible, depending on when you checked, that the forms are not posted yet. Keep checking now and then for your form to appear or you can email the vendor forms email and ask about the status of the form.***

Q - Is there a time frame or date that I must get the test form submissions to you?

***A - No, as soon as you get your submission to us the sooner we can review it and approve it for use. So, it is up to you when you can start using our forms.***

Q - My company does not include a certain page/schedule/worksheet in our returns. Can I leave it out of the 2D barcode?

***A - That section of the page/schedule/worksheet must be included in the 2D barcode. You cannot leave out sections because you don’t include that page in your return. All lines in the 2D spec sheet for that form must be included. The data can be left blank in those areas except for fields with special circumstances. To see if a field has a special circumstance refer to the “Value” column on the specifications sheet for that form and field to see what is needed (e.g., 0 or 1’s in checkbox fields).***

Q – Do I need to include all the quarters of a return in my test submission?

***A – You can include all quarters, but it is not required for testing. One would work just fine.***

Q – Do I need to submit every worksheet and/or schedule we are using to you for testing?

***A – All forms you create for us that have a 1D barcode must be submitted for review. If the form does not have a 1D barcode you don’t need to have it approved.***

Q - In my resubmission, I only have 1 test case or form that has issues that needed to get fixed. Can I just resend the forms/test cases with the problems or do I need to resend the whole thing?

***A - In a resubmission, you are only required to send in the forms/test cases that need the corrections. You can of course send the whole submission again if you wish.***

Q - This form is for the next year, I assume I should just auto update the 1D barcodes for the new year?

***A - You should never auto update the 1D barcodes on new year forms. Yes, often some forms do increase with the new year (e.g. 1040ME) but that may not always be the case and most forms don’t. You should never assume the 1D barcode is going to change per year, some forms we use still have 1D barcodes that were created back in 2011. Always look at the new forms 1D barcode that you get from the SES to see if it changed or not. If you question if the 1D barcode is correct on the new form then please send an email to the vendor form inbox and ask, never assume it is incorrect.***

Q – Should I submit my e-file test cases and letter of intent with you as well?

***A – The*** ***vendorforms.mrs@maine.gov*** ***inbox is intended for only paper filing testing. We do not handle any e-filing. That is a different department. If you have questions regarding e-file testing you can contact*** ***Michelle.M.Andrews@maine.gov*** **or*****scott.larson@maine.gov******.* You can send us the letter of intent if you wish but for paper filing we share a folder with the letter of intents being sent to the e-file testing team so it would not be required on you to send it again to us.**