



Oregon Department of Revenue

Letter of Intent

Tax Year 2019

Oregon Department of Revenue contact information:

Personal Income Tax: Hilda Soberanis/Jeanie Davidson Electronic.Filing@oregon.gov

Business and Fiduciary: Beth Buck/Alishia Dryden BUS.ElectronicFiling@oregon.gov

2-D barcode: Erin Larsen 2dbarcode.filing@oregon.gov

Due Date—December 2, 2019

Form OR-LOI

2019 Tax Software Provider Oregon Department of Revenue Letter of Intent



By submitting this Letter of Intent (LOI) to the Oregon Department of Revenue, you are agreeing to meet our standards for software provider registration, all tax preparation software, and substitute forms. Agreement and adherence to the national standards are required as a prerequisite to approval.

Failure to meet the standards or requirements set forth in the national standards and requirements form or in this 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. If you submit an incomplete form, your request to participate in electronic or paper submissions may be denied.

This form must be completed and submitted no later than December 2, 2019, unless prior arrangements have been made for Business or Fiduciary. Submit: Personal Income Tax to electronic.filing@oregon.gov, Business and Fiduciary to bus.electronicfiling@oregon.gov, and 2-D barcode to 2dbarcode.filing@oregon.gov.

Company name	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	
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
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2-D barcode secondary contact

Phone	Email
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Regulatory/Compliance contact

Phone	Email
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Leads reporting primary contact **

Phone	Email
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Leads reporting secondary contact **

Phone	Email
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Leads feedback primary contact **

Phone	Email
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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.

Authorized access to the State Exchange System

Provide a list of employees within your organization that you are authorizing to have access to the State Exchange System. The list you provide should include the following information:

- Company name, if different than company name at top of LOI
- First and last name of authorized individual(s)
- Email address
- Phone number
- Tax types they are authorized to access (indicate all or individual, corporate, estate/trust, payroll etc.)

Note: If the individuals are the same as what you've listed on the first page, please include them in this section as well.

Company name		Contact name (first and last)	
Email		Contact phone	
Authorized access <input type="checkbox"/> Forms <input type="checkbox"/> E-file		Tax types	
Company name		Contact name (first and last)	
Email		Contact phone	
Authorized access <input type="checkbox"/> Forms <input type="checkbox"/> E-file		Tax types	
Company name		Contact name (first and last)	
Email		Contact phone	
Authorized access <input type="checkbox"/> Forms <input type="checkbox"/> E-file		Tax types	
Company name		Contact name (first and last)	
Email		Contact phone	
Authorized access <input type="checkbox"/> Forms <input type="checkbox"/> E-file		Tax types	

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)

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

Filing methods

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

Rebranded software products

Complete this section if your product is rebranded. If there are more than five software products that have been rebranded under a different name, please list them on a separate sheet and attach it to this submission.

Note: In order for the software to be considered rebranded, changes cannot be made to the software requirements and output(s). It is your responsibility to make sure the rebranded product reflects the current software requirements and output(s).

Rebranded product name		Contact person
Phone	Email	National Software ID*
Rebranded product name		Contact person
Phone	Email	National Software ID*
Rebranded product name		Contact person
Phone	Email	National Software ID*
Rebranded product name		Contact person
Phone	Email	National Software ID*
Rebranded product name		Contact person
Phone	Email	National Software ID*
Rebranded product name		Contact person
Phone	Email	National Software ID*

* If not available at the time of LOI submission, please provide it when available.

For Rebranded software products, Oregon Department of Revenue has the following requirements for paper forms and/or e-file ATS approval:

- Rebranded Products are required to complete an abbreviated e-file ATS/paper form approval process

Forms and schedules supported (check all that apply)

Use this section to list forms and schedules your company will be supporting. Please note if the form is supported for print and e-file returns or printed returns only.

PIT MeF

- Form OR-40
- Form OR-40-N
- Form OR-40-P
- Schedule OR-WFHDC
- 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)
- Support 1040SR
- 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
- 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

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 2019 for PIT

- Letter of intent is due by December 2, 2019.
- ATS testing and 2-D testing will be November 1, 2019 through February 3, 2020.
- You're required to email the tester a 2-D barcode PDF of your passed ATS compare.
- 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.

Important for tax year 2019 for BUS and Fiduciary

- Letter of intent is due by December 2, 2019, unless you've made other arrangements.
- ATS testing will begin in early November 2019.
- You're required to email the tester a PDF of your passed ATS compare.
- 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

The Oregon Department of Revenue e-file and paper form documentation will be provided at the following locations:

- FTA State Exchange System (SES) for schemas
- Draft vendor website for copies of forms and instruction

Refund expectations

The Oregon Department of Revenue is providing a URL and/or a statement about refund processing. Industry partners must use this statement and/or URL or other method prescribed by the jurisdiction in all products. The messages must be shown to end-users within the software in a way to maximize the likelihood the message is read.

URL: www.oregon.gov/dor

Statement: We will start issuing refunds on February 18, 2020 (for PIT only).

Taxes due expectations

The Oregon Department of Revenue is providing a URL and/or a statement about taxes due, such as due dates and payment methods. Industry partners must use this statement and/or URL or other method prescribed by the jurisdiction in all products. The messages must be shown to end-users within the software in a way to maximize the likelihood the message is read.

URL: www.oregon.gov/dor

Statement:

First payment option: Oregon encourages direct debit payment via MeF. Beginning tax year 2019, PIT taxpayers can set up their estimated payments via MeF.

Second payment option: Taxpayers are able to make electronic payments for their current year balance due and estimated income taxes directly from their checking or savings or by credit card through Revenue Online at www.oregon.gov/dor.

Driver's license/ID card expectations

The Oregon Department of Revenue is providing the following expectations and information:

For e-file returns:

- The Oregon Department of Revenue does not want to receive the DL/ID Card information with the tax return.
- The Oregon Department of Revenue wants to receive the DL/ID Card information with the tax return.
- The Oregon Department of Revenue requires the DL/ID Card information be included with the tax return but will not reject the e-file return.
- The Oregon Department of Revenue will reject e-file returns if the DL/ID Card information is not included with the tax return.

Questions, requirements, standards, and recommendations.

This section represents jurisdiction questions, requirements, and standards for tax software providers.

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.
- PTIN.

Specific questions

1. What refund products or payment vehicles do you offer your customers? If you partner with an entity to provide refunds, please provide the names and bank routing numbers (RTNs) of each company. Attach a separate sheet if necessary.

Acknowledgments and signature

- I acknowledge 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 approved product version, or a subsequent product update.
- I acknowledge 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 users/customers of desktop products who attempt to e-file 10 or more business days after a production release will be required to download and apply the product update.

I agree to provide true, accurate, current, and complete information. By signing this agreement, my company agrees to all of the requirements listed in this document. The Oregon Department of Revenue reserves the right to deny, suspend or terminate my company's ability to submit returns.

Print name of authorized representative	Email	
Signature of authorized representative X	Date	Phone

Complete this signature line if this is an amended Letter of Intent

Signature of authorized representative X	Date	Phone
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