

Broadcast Message

Date: 04/08/21

RE: Substitute Forms and e-file Webinar May 6, 2021 11:00 AM PT, 2:00 PM ET-Save the Date

Hello CTP's,

Due to social distancing requirements still in place we will not be hosting an onsite CTP Symposium at Franchise Tax Board this year. Instead the Substitute Forms and e-file programs are excited to extend an invitation to attend the Franchise Tax Board Substitute Forms and e-file Webinar. This exciting event will take place on May 6, 2021 at 11:00 AM PT, 2:00 PM ET.

This webinar will include Substitute Forms and e-file presentations with Q & A. More information will be sent out at a later date along with how to register for the event.

If you have any questions, please contact the Substitute Forms Coordinator at SubstituteForms@ftb.ca.gov or your account manager. For e-file contact the e-file Coordinator at e-file.coordinator@ftb.ca.gov or your e-file account manager.

Thank you for your interest in the Substitute Forms and California e-file Programs.

Thank you,



Substitute Forms



Broadcast Message

Date: 03/25/21

RE: CA Adjustment for Federal Unemployment Compensation Exclusion

Hello CTP's,

In an effort to provide information regarding this issue to our CTP vendors quickly, we are issuing this CTP broadcast prior to our official form revision.

FTB is in the process of revising the 2020 Schedule CA (540 & 540NR) instructions to incorporate the necessary adjustment for the federal unemployment compensation exclusion. We will be adding instructions to Schedule CA (540), Part I, Section B, line 8 and Schedule CA (540NR), Part II, Section B, line 8 as follows:

- If you excluded unemployment compensation on federal Schedule 1 (Form 1040), line 8, enter that amount as a positive number on line 8f, column C and write "UCE" on line 8f.

Note: For California purposes the full amount of unemployment compensation is already excluded above on line 7, column B. The adjustment on Sch. CA, line 8f, column C (Additions) is needed to avoid double exclusion of unemployment compensation from California income.

Thank you,



Substitute Forms

Broadcast Message

Date: 12/08/2020

RE: 2D Barcode and Absolute Positioning Package Review

Hello CTP's,

Due to COVID-19 restrictions, in office forms testing on packages containing 2D Barcode and Absolute Positioning Forms may be longer than the standard 10 business day timeframe and may cause delay in approval/disapproval letters.

We appreciate your understanding and patience.

Thank you,



Substitute Forms

Broadcast Message

Date: 04/22/2020

RE: COVID-19/CARES Act Questions

Hello CTP's,

Prior to submitting any questions in regards to COVID-19/CARES Act please visit www.ftb.ca.gov and the FAQ's web page. These webpages are continuously being updated with the most current and up to date information, and may allow vendors to obtain responses to their questions in a much quicker and efficient manner.

Should vendors still need additional clarification after viewing these webpages please feel free to contact us for all tax forms related inquiries.

Thank you,



Substitute Forms

Broadcast Message

Date: 03/19/2020

RE: State Postpones Tax Deadlines until July 15 Due to the COVID-19 Pandemic

State Postpones Tax Deadlines until July 15 Due to the COVID-19 Pandemic

Sacramento — The Franchise Tax Board (FTB) today announced updated special tax relief for all California taxpayers due to the COVID-19 pandemic.

FTB is postponing until July 15 the filing and payment deadlines for all individuals and business entities for:

- 2019 tax returns
- 2019 tax return payments
- 2020 1st and 2nd quarter estimate payments
- 2020 LLC taxes and fees
- 2020 Non-wage withholding payments

“The COVID-19 pandemic is disrupting life for people and businesses statewide,” said State Controller Betty T. Yee, who serves as chair of FTB. “We are further extending tax filing deadlines for all Californians to July 15. Hopefully, this small measure of relief will help allow people to focus on their health and safety during these challenging times.”

To give taxpayers a deadline consistent with that of the Internal Revenue Service (IRS) without the federal dollar limitations, FTB is following the federal relief described in [Notice 2020-17](#). Since California conforms to the underlying code sections that grant tax postponements for emergencies, FTB is extending the relief to all California taxpayers. Taxpayers do not need to claim any special treatment or call FTB to qualify for this relief.

In line with [Governor Newsom’s March 12 Executive Order](#), FTB previously extended the due dates for filing and payment last week for affected taxpayers until June 15, with the qualification that the deadlines may be extended further if the IRS grants a longer relief period, as it did yesterday. This announcement supersedes last week’s announcement.

For more details regarding FTB COVID-19 tax relief, please see our website at ftb.ca.gov and search COVID-19.

If possible, taxpayers should continue to file tax returns on time to get their refunds timely, including claiming the Earned Income Tax Credit and Young Child Tax Credit. During this public health emergency, FTB continues to process tax returns, issue refunds, and provide phone and live chat service to taxpayers needing assistance.

Thank you,



Substitute Forms

Broadcast Message

Date: 11/26/19

RE: "Why Hit Print" Paper Return Survey

The purpose of this survey is to identify and understand the reasons taxpayers that use tax software to prepare their returns choose to paper file instead of e-file. The target audience is self-prepared personal income tax returns; not returns prepared by tax professionals.

This year we are incorporating this survey into absolute position Forms 540, 540NR, and 540 2EZ. The survey code is located on print line 63, print position 53 and will be added to the form specifications. See the codes with definitions below.

"1" = I believe there is an extra cost to e-file

"2" = I believe e-filing is not secure

"3" = I do not want 3rd party software to have my data

"4" = I do not want FTB to have my data

"5" = My federal e-file return was rejected

"6" = I have no internet connection

Vendors supporting any or all survey codes 1 through 6, make sure the codes stay in order. If you do not support any of the six codes, leave the survey code field blank.

For vendors supporting the survey, we suggest the trigger for the survey is when their customers choose not to e-file.

Again, this survey is only intended for vendors whose tax software product is for their customers that self-prepare their tax returns.

Thank you,



Substitute Forms

Broadcast Message

Date: 07/08/19

RE: Franchise Tax Board Letter of Intent (LOI)

Hello,

The Substitute Forms and e-file Programs are excited to announce that the 2019 FTB Letter of Intent (LOI) is now available. It is located on the FTA State Exchange System (SES).

We will be granting you access to the 2019 CAST.LOI folder located on the State Exchange System. Once you complete the LOI, email the completed LOI to FTB at FTBLOI@ftb.ca.gov. Please complete an LOI form for each unique product your company supports. Once FTB receives and approves your company's completed LOI, we will provide access to the appropriate e-file and/or Forms folder on the SES per the authorized access requested in the LOI.

Thank You,

Substitute Forms Mailbox and e-file Coordinator

Franchise Tax Board



Broadcast Message

Date: 03/11/2019

RE: Relief from Addition to Tax for Underpayment of Estimated Income Tax by Individual Farmers and Fishermen

On February 28, 2019, the Internal Revenue Service (IRS) issued Notice 2019-17 providing that the failure to make an estimated tax payment for the 2018 tax year is waived for any qualifying farmer or fisherman who files his or her 2018 income tax return and pays in full any tax due by April 15, 2019. California will provide a similar relief process.

Have not yet filed your return?

To request a waiver of the estimated tax penalty, farmers and fishermen who have not yet filed their returns, need to complete form FTB 5805F, Underpayment of Estimated Tax by Farmers and Fishermen. Check the box on form FTB 5805F, Part II, line 16, stating the reason for the waiver request is "IRS Notice 2019-17" and attach the form FTB 5805F to their tax return. The form FTB 5805F provides detailed instructions on how to complete line 16.

Important: In order to process the return correctly, you **must** check the applicable box on Form 540, line 113; Long Form 540NR, line 123; or Form 541, line 44.

Already filed your return?

To request a waiver of the estimated tax penalty if the return was filed and included the penalty, complete form FTB 5805F, Part II, line 16, stating the reason for the waiver request is "IRS Notice 2019-17." The form FTB 5805F provides detailed instructions on how to complete line 16. Fax your waiver request to (916) 845-9300 or mail it to:

FRANCHISE TAX BOARD
PO BOX 942840
SACRAMENTO, CA 94240-0040

If you have any questions, please contact substituteforms@ftb.ca.gov.

Thank you!



Substitute Forms

Broadcast Message

Date: 12/19/2018

RE: Verify 2017 Schedule CA (540) and Schedule CA (540NR) Itemized Deductions Worksheet

During the 2017 annual tax forms update process, Line 2 of the Itemized Deductions Worksheet within the 2017 Instructions for the Schedule CA (540) and Schedule CA (540NR) was updated to remove "Using California amounts". We discovered some software vendors did not make this update in 2017. We are informing you of this change to verify this update has been made to your products.

2016 Instructions

Itemized Deductions Worksheet	
1. Amount from Schedule CA (540), line 42	1
2. Using California amounts , add the amounts on federal Schedule A (Form 1040), line 4, line 14, and line 20 plus any gambling losses included on line 28	2
3. Subtract line 2 from line 1 If zero, STOP. Enter the amount from line 1 on Schedule CA (540), line 43.	3
4. Multiply line 3 by 80% (.80).	4
5. Amount from Form 540, line 13.	5
6. Enter the amount shown above for your filing status.	6
7. Subtract line 6 from line 5 Note: If zero or less, STOP. Enter the amount from line 1 on Schedule CA (540), line 43.	7
8. Multiply line 7 by 6% (.06).	8
9. Compare line 4 and line 8. Enter the smaller amount here.	9
10. Total itemized deductions. Subtract line 9 from line 1. Enter here and on Schedule CA (540), line 43	10

2017 Instructions

Itemized Deductions Worksheet	
1. Amount from Schedule CA (540), line 42	1
2. Add the amounts on federal Schedule A (Form 1040), line 4, line 14, and line 20 plus any gambling losses included on line 28	2
3. Subtract line 2 from line 1 If zero, STOP. Enter the amount from line 1 on Schedule CA (540), line 43.	3
4. Multiply line 3 by 80% (.80).	4
5. Amount from Form 540, line 13.	5
6. Enter the amount shown above for your filing status.	6
7. Subtract line 6 from line 5 Note: If zero or less, STOP. Enter the amount from line 1 on Schedule CA (540), line 43.	7
8. Multiply line 7 by 6% (.06).	8
9. Compare line 4 and line 8. Enter the smaller amount here.	9
10. Total itemized deductions. Subtract line 9 from line 1. Enter here and on Schedule CA (540), line 43	10

If you have any questions, please contact substituteforms@ftb.ca.gov.

Thank you!



Computerized Tax Processors

Broadcast Message

Date: 10/31/2018

RE: Final Forms

We have some final forms posting this week. To avoid delays in forms submissions, please make sure the following are completed:

- You have filed a current FTB 1096
- Your SWIFT account is updated
- When submitting forms zip packages through SWIFT, maximum requirements of forms per package is 10
- Provide a cover letter indicating any software restrictions, if applicable
- Correct zip file and pdf naming standards should follow naming standard file located in the CTP Restricted Website under the link 2018 PDF Naming Conventions

If you have any questions, please contact substituteforms@ftb.ca.gov.

Thank you!



Computerized Tax Processors

Broadcast Message

Date: 09/14/2018

RE: Indexing, TAX YEAR 2018 PERSONAL INCOME TAX LAW

Hello CTPs,

We've have a few revisions to the Indexing, TAX YEAR 2018 PERSONAL INCOME TAX LAW.

1. Personal Exemption Credits (page 1): For joint or surviving spouse, the personal and senior exemption credit for 2018 tax year has been revised from \$237 to \$236.
2. EITC credit (page 2): The 2018 tax year AGI threshold amounts erroneously stated AGI "less than" \$16,750 if there are no qualifying children, and \$24,950 if there are one or more qualifying children. It has been revised to AGI "equal to or less than"...
3. Taxpayers' Sales, Property and Payroll for Doing Business Purposes (page 4): The indexed threshold values for the 2018 tax year Sales has been revised from \$583,837 to \$583,867.

If you have any questions or concerns, please contact substituteforms@ftb.ca.gov.

Thank you!

Broadcast Message

Date: 05/17/2018
RE: IRC 965 Revision

Hello CTPs,

We have provided guidance for our CA tax products, as indicated on the Tax Form Changes Webpage.

On 3/13/2018, IRS provided instructions on how to report IRC 965 income on 2017 federal tax returns. IRS did not revise their 2017 forms. Instead, IRS created a webpage with a new IRC 965 Transition Tax Statement, instructions, and FAQs. IRC 965 Transition Tax Statement is not a standard IRS form but instead a supplemental statement. The IRS instructions for IRC 965 list reporting requirements by entity type. For additional information, IRS posted federal Pub. 5292, How to Calculate Section 965 Amounts and Elections Available to Taxpayers.

FTB will follow a similar format as the IRS by providing IRC 965 reporting requirements on FTB's website. The instructions for reporting on California tax returns will list IRC 965 adjustments required by entity type. We will not revise the 2017 California forms.

The information regarding the revision can be found by clicking the link, 2017 Tax Form Changes, located under the Resources Tab at the top right of this page.

Once on the Tax Form Changes for 2017 webpage, click on the IRC Section 965 Reporting link to view the details.

In addition, we added a new return processing (RP) code for tax software to identify IRC 965 income included on federal tax returns. Please update the RP codes in your tax software to include the following new RP code to print on California tax returns:

- E = IRC 965

If you have any questions or concerns, please contact substituteforms@ftb.ca.gov.

Thank you!



Substitute Forms

Broadcast Message

Date: 04/10/2018

RE: Computerized Tax Processor (CTP) Customer Experience Survey

Help us help you!!!

Last year, we made several changes to our website and our process due to your responses to our CTP Customer Experience Survey including:

- Splitting up the prior and current year directory on the website
- Only displaying the most current draft forms on the website
- Allowing submissions of individual 2D barcode forms for FTB testing and approval as each form is finalized

Your responses help us deliver superior products, services, and experiences through the CTP Program.

Within the next week, you will be receiving an email with a link to the survey requesting your feedback of our 2017 Tax Forms Season.

We are asking all vendor staff that receives the email to please complete the survey in order to assist with our goal of continued customer service satisfaction. The survey will be coming from the address of "FTBVoCSurvey@ftb.ca.gov" and will be available when logging into our restricted website. We appreciate your feedback and look forward to hearing from you.

If you have any questions, please contact substituteforms@ftb.ca.gov.

Thank you!



Computerized Tax Processors

Broadcast Message

Date: 03/08/18

RE: 2017 Schedule X

Hello CTPs,

Problem: For tax year 2017, the Franchise Tax Board is receiving the Schedule X with W-2's or other forms where the Form 540 amended return is not attached.

Without inclusion of the amended PIT return, we must contact the taxpayer for the amended return before processing can be completed.

The following are the procedures that should be followed to amend your PIT tax return:

2017 and after: Complete Form 540, 540NR Long, 540NR Short, or 540 2EZ and check the box indicating it is an amended tax return. Attach all revised forms, schedules and documents supporting each change, such as corrected form(s) W-2 or 1099, schedule(s) K-1, escrow statements and the Schedule X, California Explanation of Amended Return Changes.

2016 and prior: Use Form 540X to amend your return. Attach a revised California tax return, including all revised forms and schedules. For example, the revised Schedule CA (540 or 540NR). Write "**AMENDED, DO NO PROCESS – ATTACHMENT TO FORM 540X**" in red ink at the top of the first page of the revised California tax return.

Thank you!



Broadcast Message

Date: 02/09/18

RE: Voluntary Contribution Funds

Hello CTPs,

As this year's filing season gears up, we wanted to send a reminder regarding voluntary contribution funds. At last year's FTB CTP Symposium and FTA e-File Symposium, we discussed the importance of software design related to the visibility of these funds and resulting impact on taxpayer contributions. We encourage you to prominently display an input screen showing all available funds in your tax software to enhance awareness for taxpayers to contribute to these funds. We will be actively monitoring the contribution levels for the funds throughout this filing season and will notify you individually if we notice any anomalies related to a specific software company.

Thank you!



Broadcast Message

Date: 12/18/17

RE: Barcode size

Hello CTPs,

FTB has resized the 2D barcodes for our forms.

Forms with 1 barcode

- Reserved Space Placement: Print Lines 54-60 and is 1.15" x 7.43" (h x w)
- Barcode Size: The size of the barcode cannot be greater than 0.95" x 6.0" (h x w)

Forms with 2 barcodes

- 1st Reserve Space Placement is Print line 45-51 and is 1.15" x 7.43" (h x w)
- Barcode Size: The size of the barcode cannot be greater than 0.95" x 6.0" (h x w)
- 2nd Reserved Space Placement: Print Lines 54-60 and is 1.15" x 7.43" (h x w)
- Barcode Size: The size of the barcode cannot be greater than 0.95" x 6.0" (h x w)

Thank you!



Computerized Tax Processors

Broadcast Message

Date: 11/29/2017

RE: Power of Attorney (POA) Forms

Hello CTPs,

This is for your information only. These forms do not need to be submitted to FTB for review and approval through the CTP forms review process.

Effective January 2, 2018 we will implement changes to the Power of Attorney (POA) and related processes.

FTB 3520, Power of Attorney Declaration form and other non-FTB forms, will no longer be accepted for processing. Our FTB 3520 form will be replaced by the following new forms:

- FTB 3520 - PIT Individual or Fiduciary Power of Attorney Declaration
- FTB 3520 - BE Business Entity or Group Nonresident Power of Attorney Declaration
- FTB 3520 - RVK Power of Attorney Declaration Revocation

In addition to these new POA forms, the following new Tax Information Authorization (TIA) forms will also be implemented effective January 2, 2018:

- FTB 3534 - Tax Information Authorization
- FTB 3535 - Tax Information Authorization Revocation

While these new forms are available on our website as of December 13, 2017, **do not use these new forms until January 2, 2018.**

- For more information go to ftb.ca.gov/POA

Thank you!



Broadcast Message

Date: 11/22/2017

RE: Forms Review Testing Reminders - Revised

Hello CTPs,

Final forms have now started posting to the CTP Restricted Directory and we are starting to get forms in for review and testing. There are a few reminders for review for the season:

- **Do not submit 2D barcode forms with non 2D barcode forms in the same package.**
- Please use "real data type" examples in the forms sent for review; meaning no max fill with numbers (123456) or letters (ABCDEFGH). For example, if the field is an address field, please enter data that appears to be an address.
- Going along with the prior bullet, please do not max fill fields, unless otherwise asked.
- When given an option on forms, such as "SSN, Corp number, or SOS number", please check only one box, and enter the appropriate number. For example, if "SOS number" is checked, the SOS number must begin with a 19 or 20 and be 12 digits long.
- Please use all caps for alpha data.
- Do not submit resubmit forms with original forms in the same package. They have different turnaround due dates.

If you have any questions, please contact substituteforms@ftb.ca.gov. We are looking forward to a great season!

Thank you!



Broadcast Message

Date: 11/15/2017

RE: Forms Review Testing Reminders

Hello CTPs,

Final forms have now started posting to the CTP Restricted Directory and we are starting to get forms in for review and testing. There are a few reminders for review for the season:

- Please use "real data type" examples in the forms sent for review; meaning no max fill with numbers (123456) or letters (ABCDEFGH). For example, if the field is an address field, please enter data that appears to be an address.
- Going along with the prior bullet, please do not max fill fields, unless otherwise asked.
- When given an option on forms, such as "SSN, Corp number, or SOS number", please check only one box, and enter the appropriate number. For example, if "SOS number" is checked, the SOS number must begin with a 19 or 20 and be 12 digits long.
- Please use all caps for alpha data.
- Do not submit resubmit forms with original forms in the same package. They have different turnaround due dates.

If you have any questions, please contact substituteforms@ftb.ca.gov. We are looking forward to a great season!

Thank you!



Broadcast Message

Date: 10/18/2017

RE: Final Forms

We have some final forms posting this week. To avoid delays in forms submissions, please make sure the following are completed:

- You have filed a current FTB 1096
- Your SWIFT account is updated
- When submitting forms zip package through SWIFT, maximum requirements of forms per package is 10
- Provide a cover letter indicating any software restrictions, if applicable
- Correct zip file and pdf naming standards should follow naming standard file located in the CTP Restricted Website under the link 2017 PDF Naming Conventions

If you have any questions, please contact substituteforms@ftb.ca.gov.

Thank you!



Broadcast Message

Date: 09/20/2017

RE: Tax Tables will be delayed

Due to the Assembly Bill (AB 131) and the companion Senate Bill (SB 116) the Tax Tables and other FTB final products will be delayed.

If you have any questions, please contact substituteforms@ftb.ca.gov.

Thank you!



Computerized Tax Processors

Broadcast Message

Date: 08/23/2017

RE: New 2D Barcode Size and Placement

FTB has resized the 2D barcodes for our forms!

Forms with 1 barcode:

Reserved Space Placement: Print Lines 54-60 and is .52 x 7.16 (h x w)

Barcode Size: The size of the barcode cannot be greater than .50 x 6.0 (h x w)

Forms with 2 barcodes:

1st Reserve Space Placement is Print line 45-51 and is .52 x 7.16 (h x w)

Barcode Size: The size of the barcode cannot be greater than .50 x 6.0 (h x w)

2nd Reserved Space Placement: Print Lines 54-60 and is .52 x 7.16 (h x w)

Barcode Size: The size of the barcode cannot be greater than .50 x 6.0 (h x w)

If you have any questions please contact the CTP Program by email:

substituteforms@ftb.ca.gov

Thank you!



Computerized Tax Processors

Broadcast Message

Date: 06/21/2017

RE: 2017 1096 Agreement to Comply with FTB Pub. 1098, Annual Requirements and Specifications

Due to the 540 X Project, the 2017 1096 form will be updated to add the Schedule X 2D form. The updated 1096 will be available next week. Please re-submit the 1096 form if you will be developing 2D Barcode products and include the Schedule X 2D form.

If you have any questions please contact the CTP Program by email:
substituteforms@ftb.ca.gov

Thank you!



Computerized Tax Processors

Broadcast Message

Date: 05/01/2017

RE: CTP Restricted Website is now available

The FTB and CTP desk are ramping up for another great tax year!! The password to the CTP restricted website has changed, please complete and submit the new 2017 FTB 1096 form to gain access to the website, available at

[https://www.ftb.ca.gov/Computerized Tax Processors/1096.pdf](https://www.ftb.ca.gov/Computerized_Tax_Processors/1096.pdf).

Due to the feedback we have received in our most recent CTP Customer Service Experience Survey, we have made a few changes to the restricted website:

- The multiple draft versions of the forms have been eliminated and only the most current draft version will be available.
- A separate directory for prior year items has been created, see a sample of the new link below in the red square box.

Program Information

[Vendor Assignment List](#) | [2016 Forms Assignment List](#) | [2016 PDF Naming Conventions](#)

Current [Directory](#) is updated Wednesday

Prior year [Directory](#).

Note: The 2017 forms assignment and vendor list are now available.

If you have any questions please contact the CTP Program by email:
substituteforms@ftb.ca.gov

Thank you!



Computerized Tax Processors

Broadcast Message

Date: 03/14/2017

RE: Franchise Tax Board 2nd Bi-Annual Computerized Tax Processor Symposium

The CTP program is excited to announce that we will once again be extending an invitation to visit the Franchise Tax Board for our 2nd Bi-Annual Computerized Tax Processor Symposium. This includes:

- Meet and greet with CTP staff
- Guided tour through the processing area
- CTP presentation with Q & A and other business area presentations

This opportunity is on a first come, first served basis. Due to the limited capacity we are requesting a maximum of two attendees per CTP vendor. This exciting event will take place on **Tuesday, June 20th, 2017**.

In your responses, please include specific information you would like to see presented or discussed at the Symposium. If you would like to attend, please respond to this invitation by emailing substituteforms@ftb.ca.gov with the following information:

- Vendor name: _____
- CTP ID number: _____
- 1st Attendee's name: _____
- Position/Job title: _____
- 2nd Attendee's name: _____
- Position/Job title: _____
- Suggestions for the Symposium: _____

Please respond no later than **Friday, April 14th, 2017**. We look forward to meeting you and sharing valuable information.

Thank you for your cooperation!



Computerized Tax Processors

Broadcast Message

Date: 01/18/2017

RE: substituteforms@ftb.ca.gov Out of Service

Currently the California Franchise Tax Board's email are out of service, we apologize for our delay in responses.

Email services are expected to return by Friday January 20, 2017.

Any previous emails sent between Sunday and Tuesday morning may not be retrievable.

We will update you here once we have more information.

Thank you for your patience.



Computerized Tax Processors

Broadcast Message

Date: 10/05/2016

RE: Computerized Tax Processor Customer Experience Survey

We developed a Customer Experience survey to review your experience with FTB. This survey was designed to obtain your feedback on customer needs, the new CTP Website and your Experience Interacting with FTB. Your responses will help us deliver superior products, services, and experiences through the CTP Program.

Within the next week, you will be receiving an email with a link to the survey.

The survey will be coming from the address of "ftb.voc survey". We are asking all vendor staff that receives the email to please complete the survey in order to assist with our goal of continued customer service satisfaction. If you have any questions, please contact substituteforms@ftb.ca.gov.

Thank you!



Computerized Tax Processors

Broadcast Message

Date: 09/21/2016

RE: Change to the 2D Barcode Submissions

We are excited to announce a change to our 2D barcode test package procedures for the 2017 filing season. We will allow submission of individual 2D barcode forms for FTB testing and approval as each form is finalized. Previously, we required that all forms were transmitted as one package after all 2D barcode forms are final. This new process will allow you to submit 2D barcode forms for FTB testing and approval in the same manner as substitute and scannable forms.

We plan to publish the test specifications for each 2D barcode form as each form is finalized. Once they are posted, you can immediately submit any 2D barcode form that is final for testing and approval for each of the forms you have agreed to support per the FTB 1096 you sent to us.

We believe this will be a tremendous improvement to the process by allowing you to receive approvals on a flow basis and reduce the peak in December/January. This process will also allow any corrections and resubmissions to be resolved throughout October and November instead of completing all of it near the start of the 2017 filing season. Please contact substituteforms@ftb.ca.gov if you have any questions.

Thank you!



Computerized Tax Processors

Broadcast Message

Date: 08/03/2016

RE: New Features to the CTP Restricted Website

We recently upgraded our CTP Restricted Website, our new pages have improved features. Users can now access archived and current forms in one location. This newest feature is located on **Program Information**, page. On the Program Information page you can access all forms by double clicking on the "**Directory**", users will obtain access for all the forms, in the directory table that populates.

This directory contains all available scannable, substitute, substitute with scannable entries, and 2D barcode documents in PDF format.

- You can sort and search the table to more easily find the specific form, booklet, overlay, etc. you need.
- Select the column title to sort the information in that column.
- Type your search terms in the boxes below the column titles to show only items that contain that specific text.

If you have any questions please contact the CTP Program by email:

substituteforms@ftb.ca.gov

Thank you!



Computerized Tax Processors

Broadcast Message

Date: 06/15/2016

RE: CTP Program Changes

The CA Franchise Tax Board's CTP program would like to share upcoming changes to our team. Kimberli Sinerius and Tiffany Garbarini have accepted promotional opportunities in other areas of the department and will no longer be a part of our CTP Team.

The CTP program is currently working to fill these positions and expects to hire new staff by August 1. For tax year 2016, vendor communications and approvals will be managed by Lisa Stanley and Elsa Tovar. The two new staff will be involved in learning and providing assistance to the CTP Team but will not be designated as primary contacts for the upcoming season.

We understand that you may be concerned about these changes. We are working to ensure that next year is just as successful as our previous years, and we'll continue to grow our partnership and collaboration with the software vendor community. Please join us in taking a moment to congratulate Kimberli and Tiffany on the next step in their careers.

Thank you!



Computerized Tax Processors

Broadcast Message

Date: 05/17/2016

RE: NEW FTB 1096 form

Our FTB 1096 has a few changes this year:

- A refreshed formatting
- Additional form information
- New "Submit" feature

Please read the form and check all appropriate boxes for each form you will support for the upcoming year.

Our favorite new change on the form is the new "Submit" button. CTP's will no longer have to complete and mail in our 1096 form. Once you complete the form, simply press the "Submit" button and an email will open for you to attach the form and send directly to the Substitute Forms email ID.

Please contact us with any questions.

Thank you!

Broadcast Message

Date: 05/09/2016

RE: FTB CTP Teleconference

This Thursday, May 12, 2016 is the FTB CTP Teleconference.

We will be discussing lessons learned in 2015 and the upcoming 2016 season.

Please contact us with any questions

Thank you!

Broadcast Message

Date: 03/29/2016

RE: CTP Symposium

To our valued Vendors,

This broadcast message is to regretfully inform you that our CTP Symposium scheduled for June 1, 2016 has been changed. Due to unforeseen circumstances we must rescind our invitation and cancel this year's Symposium. Like you, we were very excited about the event and were in the final stages of our preparation.

Going forward, we will be hosting the Symposium as a biennial event. As soon as the date for 2017 is finalized, we will dispatch your invitation.

We apologize for any inconvenience, especially to those of you who may have already made travel and accommodation plans. Unfortunately, these were circumstances which were beyond our control but we intend to make next year's Symposium even more spectacular so we hope you can join us then.

Thank you!

Sincerely,

Computerized Tax Processors Program

Broadcast Message

Date: 03/21/2016

RE: **REMINDER-** Franchise Tax Board 2nd Annual Computerized Tax Processor Symposium

If you would like to attend this year's CTP Symposium, please respond to substituteforms@ftb.ca.gov by this **Friday, March 25, 2016** with the information below.

The CTP program is excited to announce that we will once again be extending an invitation to visit the Franchise Tax Board for our 2nd Annual Computerized Tax Processor Symposium. This includes:

- Meet and greet with CTP staff
- Guided tour through the processing area
- CTP presentation with Q & A and more

This opportunity is on a first come, first served basis. Due to the limited capacity we are requesting a maximum of two attendees per CTP vendor. This exciting event will take place on **Wednesday, June 1st, 2016**.

In your responses, please include specific information you would like to see presented or discussed at the Symposium. If you would like to attend, please respond to this invitation by emailing substituteforms@ftb.ca.gov with the following information:

- Vendor name: _____
- CTP ID number: _____
- 1st Attendee's name: _____
- Position/Job title: _____
- 2nd Attendee's name: _____
- Position/Job title: _____
- Suggestions for the Symposium: _____

Please respond no later than **March 25, 2016**. We look forward to meeting you and sharing valuable information.

Broadcast Message

Date: 03/09/2016

RE: Duplex printing of tax returns

Every season Franchise Tax Board receives a large amount of paper tax returns (mostly personal income tax) that are duplex printed; meaning the forms are printed on both sides of the paper. When we receive these substitute forms from vendors, often an information page is printed on the back of page one of the tax return. Our data capture system requires that all pages of a parent tax return be in sequential order in order to be processed quickly and efficiently. When we receive a tax return that is duplex printed, it slows down the processing of that return due to additional processes that are utilized. We are reaching out to request your assistance with educating taxpayers and tax practitioners about this issue. FTB has created verbiage that we are asking vendors to put in within their software to help mitigate this challenge.

To avoid delays in the processing of tax returns, the Franchise Tax Board requests that all mailed tax returns are printed single sided only. Duplex printed tax returns can increase the amount of time to process the return.

As always, thank you for your continued assistance and please contact us with any questions or concerns!

Broadcast Message

Date: 03/04/2016

RE: Franchise Tax Board 2nd Annual Computerized Tax Processor Symposium

The CTP program is excited to announce that we will once again be extending an invitation to visit the Franchise Tax Board for our 2nd Annual Computerized Tax Processor Symposium. This includes:

- Meet and greet with CTP staff
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- 1st Attendee's name: _____
- Position/Job title: _____
- 2nd Attendee's name: _____
- Position/Job title: _____
- Suggestions for the Symposium: _____

Please respond no later than **March 25, 2016**. We look forward to meeting you and sharing valuable information.

Broadcast Message

Date: 02/18/2016

RE: SWIFT Testing

To effectively safeguard confidential information, the California Franchise Tax Board continually evaluates and enhances the security of protocols and cipher suites used by our Secure Web Internet File Transfer (SWIFT) Service. As a result, on March 22, 2016, we will install Service Pack 6 which updates the cipher suites composed of weak key generation algorithms (Diffie-Hellman) on the SWIFT production servers.

To ensure your file transfers are not delayed we are opening our testing environment from February 16 – March 11, 2016. We strongly recommend that you participate in the testing by using your current method of transferring files to verify that you are able to connect with the changes that will be made to our production environment. Included below is important information and testing instructions needed in order to complete your testing by **COB March 11, 2016**.

Only test data should be transferred. In order to monitor and document testing activities we request that you use the naming convention and file extension that is provided in the testing instructions below.

Step 1: Login to <https://swifttest.ftb.ca.gov> with the following username and password:

- Username: SwiftTestAccount (case sensitive)
- Password: Jxwiwj&7 (case sensitive)

Step 2: Select the **ToFTB** folder.

Step 3: Upload test file using the following naming convention and file extension:

- Your Login Name.txt (i.e. iic000xx.txt) – **Remember test data only**
(Use your production login name in the above naming convention)

Once you have successfully uploaded your test file that concludes your testing activities.

If you experience any issues with logging in or uploading your test file, please verify that you are using a client from the attached supported list (see next page). If you are using a supported client and still experiencing issues, please email the following information to [SWIFT Testing 2016](#):

- Your production login name
- File transfer method used (i.e FileZilla, Google Chrome, Firefox, etc.)
- Include screen shot of error messages (if applicable)

Thank you!

SWIFT- Axway Secure Transport Supported Client List

The following table is an updated list of Axway Secure Transport supported clients.

Please note that **Browsers connecting to SWIFT must support JavaScript and have cookies enabled.**

Software type	Axway's supported software versions
FTP	<ul style="list-style-type: none"> • cURL 7.22 • CuteFTP Professional 9.x • IglooFTP PRO 3.9 • Ipswitch WS_FTP 12.x • LFTP 4.6.1 • SmartFTP Client 3.0 – 6.0 • FileZilla 3.10.x
HTTP	<ul style="list-style-type: none"> • Apple Safari 8.x • cURL 7.4.0 • Google Chrome 41.x • Microsoft Internet Explorer 9, 10, 11 (Compatibility View is not supported) • Mozilla Firefox 36.x
SSH	<ul style="list-style-type: none"> • cURL 7.22 • FileZilla 3.10.x • PSCP 0.64 • PSFTP 0.64 • Tectia Client 6.1, 6.2 • VanDyke SecureFX 7.3 • WinSCP 5.7.1 • OpenSSH 6.6
Custom built client	<p>A client written in any language that meets the following criteria should be supported:</p> <ul style="list-style-type: none"> • Supports the FTPS or HTTPS protocol. • Supports FIPS 140-2 encryption standards. • Is able to establish a secure connection using the most current protocols and ciphers. • Does not establish connection with protocols or ciphers which have identified vulnerabilities as identified by the National Vulnerabilities Database.
SecureTransport Client or Rich Internet Client	<p>Transmitter must purchase directly from Axway. For more information go to www.Axway.com.</p>

Broadcast Message

Date: 02/18/2016

RE: Changes to Schedule P (540) (physical form) substitute and 2D barcode form

Hello CTPs,

Changes have been made to the Schedule P (540) physical form on lines 16 and 17, which affects both the substitute version and 2d barcode version. Please make the change to the physical form in your software but there is no need to resubmit your forms for review. There is no change to the 2d barcode specifications and therefore no changes are needed to the barcode. A Post Publication Revision email has gone out and the corrected substitute and 2d barcode form have been reposted. Please contact us with any questions or concerns.

Thank you!

Broadcast Message

Date: 02/18/2016

RE: CTP Archive Page

We have updated our CTP Archives, located on the link listed below.

https://www.ftb.ca.gov/Computerized_Tax_Processors/Prior_Year/Archives.shtml

CTP website users, will now have access to the following:

- 2014 Publication 1098- Part I, Part II
- 2014 Advanced Draft, Final Forms and Publications
- 2014 Test Scenarios

The recent update to our web page was based on CTP Survey responses from our vendors.
Thank you for assisting us with improving our site!

Broadcast Message

Date: 01/15/2016

RE: Changes to 565/568 Specifications

Hello CTPs,

We have made a change to Print Line 17 on the 565/568 specifications on the substitute forms 565 and 568. The field length for "Total Assets at End of Year" has been extended from 10 to 15 characters to allow for a larger dollar amount. Any prior approvals on submissions of the 565 and 568 forms for this year will NOT need to be resubmitted; however, please make the programming change in your software. All future submissions going forward must be updated with the revised character length to be approved. The updated specifications and overlay have been posted as of today.

Please contact us with any questions.

Thank you!

Broadcast Message

Date: 12/31/2015

RE: Changes to the 540 2D Test Scenarios

Hello CTPs,

It has been brought to our attention that there were a few minor errors on the 2D Test Scenarios for the 540, Schedule CA and Schedule W-2 forms. These issues have been corrected and the updated test scenarios have been posted as of this afternoon, with the changes highlighted in yellow.

Please contact us with any questions. Thank you!

Broadcast Message

Date: 12/28/2015

RE: Changes to the 540 2EZ and 3514 2D Test Scenarios

Hello CTPs,

It has been brought to our attention that there were a few minor errors on the 2D Test Scenarios for the 540 2EZ and 3514 forms. These issues have been corrected and the updated test scenarios have been posted as of this afternoon, with the changes highlighted in yellow. If you have already submitted a package with these 2D products, we will review your forms as normal and will be responding via SWIFT. If this is the only "error" on your forms, you will receive a conditional approval with a request for a resubmit to double check the changes. If there is a change in the software programming due to these corrections, you will want to update your "Software Developer Version" prior to being resubmitted.

Please contact us with any questions. Thank you!

Broadcast Message

Date: 12/11/2015

RE: Changes to the final forms 565 and 568

Hello CTPs,

After further consideration and timing of the season, we will not be making any changes to the substitute forms as noted below.

The 565 & 568 final versions will be reposted on the CTP restricted site.

We will continue to review the 565 and 568 forms submitted previously. We apologize for the inconvenience.

As of today, we have removed the final forms 565 and 568 from the CTP restricted website, including the specifications and overlay. Changes are being made to these substitute forms in the scannable entity area; the conventional area of the form will not be changing. An updated Advance Draft will be posted soon, followed by the final version. Other Business Entity returns (100, 100W, 100S and 100X) will also have changes coming to the scannable entity area and the form specifications, which you will see in the next Advanced Draft posted.

We will be sending back (rejecting) the current 565 and 568 forms that we have received for review, and requesting that the form be resent once the updated final form is posted. Please contact us with any questions.

Thank you!

Broadcast Message

Date: 12/10/2015

RE: Changes to the final forms 565 and 568

Hello CTPs,

As of today, we have removed the final forms 565 and 568 from the CTP restricted website, including the specifications and overlay. Changes are being made to these substitute forms in the scannable entity area; the conventional area of the form will not be changing. An updated Advance Draft will be posted soon, followed by the final version. Other Business Entity returns (100, 100W, 100S and 100X) will also have changes coming to the scannable entity area and the form specifications, which you will see in the next Advanced Draft posted.

We will be sending back (rejecting) the current 565 and 568 forms that we have received for review, and requesting that the form be resent once the updated final form is posted. Please contact us with any questions.

Thank you!

Broadcast Message

Date: 11/18/2015

RE: New forms for 2015

Hello CTPs,

There are 2 new forms that are being developed and will be final for the 2015 tax year.

The **FTB 3593**, *Extension of Time for Payment of Taxes by a Corporation Expecting a Net Operating Loss Carryback*, is being developed due to recently chaptered legislation, AB 154. This form will be final by 12/31/2015, and taxpayers can start using the form 01/01/2016. The form will be similar to the federal form 1138.

The **FTB 3502**, *Nonprofit Corporation Request for Pre-Dissolution*, is being developed due to recently chaptered legislation, AB 557. This form will be final by 12/31/2015, and taxpayers can start using the form 01/01/2016. This form will be filed separately from any tax return.

Please contact us with any questions or concerns.

Thank you!

Broadcast Message

Date: 11/10/2015

RE: Substitute Schedule K-1's (565, 568, 100S), and Software Restrictions

Hello CTPs,

The substitute Schedule K-1's have been marked up in each posted typeset showing that the "Partner's/Member's/Shareholder's Last Name" has been extended from 17 to 35 characters. This was our intention; however, due to additional information from an internal systems area, this is not going to be possible for this year. You will notice in today's posting that the Substitute Schedule K-1 (565 and 568) was posted again as an Advance Draft, showing the 17 character data length. The Substitute Schedule K-1 (100S) Advanced Draft will be posted at a later date with this change noted. We apologize for the inconvenience.

Also, please remember to indicate any software restrictions on your cover letter when submitting your products in for testing. Always refer to the Pub 1098, Part I and II for requirements and specifications.

Broadcast Message

Date: 10/28/2015

RE: Forms Review Testing Reminders

Hello CTPs,

Final forms have now started posting to the CTP Restricted Directory and we are starting to get forms in for review and testing. There are a few reminders to review for the season:

- Please do not send more than 10 forms for testing in one package.
- Please use "real data" in the forms sent for review; meaning no max fill with numbers (123456) or letters (ABCDEFGH). For example, if the field is an address field, please enter data that appears to be an address.
- Going along with the prior bullet, please do not max fill fields, unless otherwise asked.
- When given an option on forms, such as "SSN, Corp number, or SOS number", please check only one box, and enter the appropriate number. For example, if "SOS number" is checked, the SOS number must begin with a 19 or 20 and be 12 digits long.

This information will be updated in the Publication 1098, Part I.

Please contact us with any questions. We are looking forward to a great season!

Broadcast Message

Date: 10/23/2015

RE: Proprietary Tax Table Formulas and Earned Income Tax Credit Computation Agreement

Good afternoon CTP's,

We have a new CTP posting available today as of October 23, 2015.

The new agreement is posted on the CTP Restricted site, on the Advanced Drafts, Final Forms and Program Information page named: Proprietary Tax Table Formulas and Earned Income Tax Credit (EITC) Computation Agreement.

Software vendors you can request either an Excel format spreadsheet or a Java script for of the EITC computation.

Please contact us if you have any questions or concerns.

Thank you!

Broadcast Message

Date: 09/18/2015

RE: New 2015 Form, 3514 California Earned Income Tax Credit

Good day CTP's,

Senate Bill 80, which was chaptered 6/24/2015, created the refundable, California Earned Income Tax Credit (EITC). In turn, FTB is creating a new Form, FTB 3514. We are also adding this form to the 2015 list as a 2D barcode form. The projected final date for this new 2D barcode form will be December 10, 2015. This 2D form will be a stand-alone form and will not be required to be submitted in the 540/540 2EZ 2D package. The form will have its own separate test scenarios, which will be published at the same time as the final form. We are working diligently to provide this form and test scenarios to you as soon as possible to avoid delays. If you have any questions, please contact substituteforms@ftb.ca.gov.

Broadcast Message

Date: 08/11/2015

RE: Important Survey Reminder!

Have you completed the Computerized Tax Processor Customer Experience Survey?

We developed a Customer Experience survey which is designed to listen to you, and provide insight, so that we can deliver superior products, services, and experiences in regards to our website and processes. All of you should have received an email with a link to the survey.

The survey is coming from the address of "FTBVoCSurvey@ftb.ca.gov". We are asking all vendor staff that received this email, to please complete the survey in order to assist with our goal of continued customer service satisfaction. If you have any questions, please contact substituteforms@ftb.ca.gov.

Broadcast Message

Date: 07/29/2015

RE: Computerized Tax Processor Customer Experience Survey

We developed a Customer Experience survey which is designed to listen to you, and provide us insight, so that we can deliver superior products, services, and experiences in regards to our website and processes. Within the next week, you will be receiving an email with a link to the survey.

The survey will be coming from the address of "ftb.voc survey". We are asking all vendor staff that receives the email to please complete the survey in order to assist with our goal of continued customer service satisfaction. If you have any questions, please contact substituteforms@ftb.ca.gov.

Broadcast Message

Date: 07/15/2015

RE: FTB Computerized Tax Processor Symposium Attendance

Greetings vendors,

Due to its popularity, we have reached maximum capacity for Franchise Tax Board's First Annual Computerized Tax Processor Symposium. This will be an annual event and we look forward to your attendance in the future.

If you have any further questions, please do not hesitate to contact us.

Broadcast Message

Date: 07/09/2015

RE: FTB Computerized Tax Processor Symposium Agenda

CTP Vendor Symposium

Wednesday, August 5th, 2015

Mission Conference Room B

- | | |
|--------------------|---|
| 8:30-9:00 | Arrive at FTB |
| 9:00-9:45 | Meet and Greet with CTP staff and managers |
| 9:45-10:00 | Walk down and meet for Pipeline Tour |
| 10:00-11:30 | Pipeline Tour <ul style="list-style-type: none">• Our pipeline tour shows visitors and staff how we process tax returns and payments. |
| 11:30-12:30 | Lunch |
| 12:30-1:30 | CTP presentation <ul style="list-style-type: none">• Discuss submission and review process• Review new 2D barcode answer key/test scenarios• Demonstration of a 2D barcode review with scanner• Discuss changes this year- forms, 2D barcode, OCR |
| 2:00-2:30 | IeSS presentation |
| 2:30-2:45 | Break |
| 2:45-3:15 | TFDD presentation <ul style="list-style-type: none">• Review 2 new forms |
| 3:15-3:45 | e-file presentation |
| 3:45-4:00 | Summary and Wrap up |

Broadcast Message

Date: 07/03/2015

RE: Franchise Tax Board First Annual Computerized Tax Processor Symposium

Grab your sunscreen and pack your bags for sunny Sacramento, California. We, here at the CTP desk, are extending an invitation to visit the Franchise Tax Board for our first annual Computerized Tax Processor Symposium. This includes a meet and greet with CTP staff, a guided tour through the processing area, a CTP presentation with Q & A and more. This opportunity is on a first come first served basis. Due to the limited capacity we are requesting a maximum of two attendees per CTP vendor. This exciting event will take place on **Wednesday, August 5th, 2015**.

Please respond to this invitation by emailing substituteforms@ftb.ca.gov with the following information:

- Vendor name
- CTP ID number
- 1st Attendee's name
- Position/Job title
- 2nd Attendee's name
- Position/Job title

Please respond no later than **July 17, 2015**. We look forward to meeting you and sharing valuable information.

Broadcast Message

Date: 07/01/2015

RE: Location change of forms and new specifications

As of today, you will notice a few changes in where to locate forms on our CTP restricted website. In continuing to improve the navigation of the CTP website, we have moved a handful of forms. Previously, the 540 Substitute, 540NR Long and Short, 540X and 540 2EZ forms were located under the "Substitute Forms Lists" (Advanced Draft and Final). However, these forms have a scannable entity area, and thus belong under the "Substitutes with Scannable Entity Area" (Advanced Draft and Final). You can now locate the form, instructions and record layout under that area. Also, new this year, there will be specifications for the 540 Substitute, 540NR Long and Short, 540X and 540 2EZ forms posted in the same area. The booklets will remain under the "Substitute Forms Lists".

Broadcast Message

Date: 05/12/2015

RE: Tax Forms season is beginning!

We here at FTB and the CTP desk are ramping up already for another great year! As of April 29, 2015, the 2014 tax year forms have been removed off the CTP restricted website. We have also changed the password to the CTP restricted website. Please complete and submit a new FTB 1096 form to gain access to the website, available at <https://www.ftb.ca.gov/forms/misc/1096.pdf>. We will begin posting Advance Draft forms later this week.

We have another new, exciting feature to introduce you to on our CTP restricted website. We now have a "CTP Archive Page", located on the main Index page, under the heading "Program Guides, Documentation & Notifications". Located on this new page, you will find the previous year's 1098 Publications, 2D Test Scenarios as well as last years Broadcast Messages. This page is available at [https://www.ftb.ca.gov/Computerized Tax Processors/Prior Year/Archives.shtml](https://www.ftb.ca.gov/Computerized_Tax_Processors/Prior_Year/Archives.shtml). We will be placing this information at the end of each year, and it will remain for historical purposes. We may also add additional items on the Archive page at a later date.

Please remember, this Thursday, May 14, 2015 is the FTB CTP Teleconference. We look forward to hearing from all of you!



State of California

Franchise Tax Board

NACTP Teleconference Meeting

Thursday, May 14, 2015

A G E N D A

Date:
Time:

May 14, 2015

10:30am- 11:30pm

■ **Welcome!**

➤ **2D Barcode Test Scenarios**

We are looking for feedback on this year's new test scenarios. They will be posted with the final form this year.

➤ **2015 Account Managers**

For this upcoming season, vendors will be assigned to Lisa Stanley, Tiffany Garbarini and Kimberli Sinerius. You will receive an email to notify you who your account manager is and their contact information.

➤ **New Forms**

FTB 3531, FTB 3592, Pub 1016

➤ **Broadcast Messages**

Be sure to check for important updates and reminders.

➤ **Roundtable**

➤ **Adjournment**