



Withholding/Payroll
Service Provider
Letter of Intent

Tax Year 2022

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2022 Tax Software Provider Idaho State Tax Commission Letter of Intent for Withholding/Payroll

Welcome to the Letter of Intent (LOI) for Withholding/Payroll. If your software company intends to submit withholding/payroll informational returns electronically you will need to complete this form and submit it to Bill Hofstra at efilecoordinator@tax.idaho.gov

By submitting this LOI to Idaho State Tax Commission (ISTC), 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 form for each unique product your company offers.

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	
DBA Name	NACTP vendor ID	State tax account number
Address	Product address/URL	Company FEIN
City	State	Zip code
List your other product names using the same calculation engines here:		

IRS issued electronic identification numbers

List your IRS electronic identification numbers. The transmission header of the FSET package has a required element transmitter with a required choice of EFIN or ETIN. (ISTC doesn't currently support FSET, but providing the following information is appreciated in the event of future development.)

Test EFIN(s) or ETIN(s)	Production EFIN(s) or ETIN(s)
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Contact information

List the contact information for each area identified.

Regulatory/compliance contact	Phone	Email address
Primary withholding e-file contact	Phone	Email address
Secondary withholding e-file contact	Phone	Email address
Primary W2/1099 e-file contact	Phone	Email address
Secondary W2/1099 e-file contact	Phone	Email address

Substitute forms registration

Complete this section only if your product will provide substitute forms.

Agency substitute forms software number		
Primary withholding forms contact	Phone	Email address
Secondary withholding forms contact	Phone	Email address
Primary W2/1099 forms contact	Phone	Email address
Secondary W2/1099 forms contact	Phone	Email address
Note: If you have additional contacts, please list them by form/tax type on a separate sheet and attach it to this submission.		

Software products and Tax Types supported

Check all that apply.

*Forms and Tax Types	Substitute forms	E-file
0850 Sales and Use Return		
0910 Withholding Return		
0967 Annual Withholding Reconciliation Return		
1152 Travel and Convention Return		
1250 Greater Boise Auditorium District Return		
1350 Tobacco Return		
1450 Fuel Distributor Tax Return		
1550 Cigarette Return		
1650 Beer Return		
1754 Beer over 5% and Wine Return		
3150 IFTA Return		
3550 Amusement Device Tax Return		
3950 E911 Prepaid Wireless Return		
4150 Idaho Falls Auditorium District Return		
4250 Pocatello/Chubbuck Auditorium District Return		
Power of Attorney		

*Permit tax return forms that are available on our website under their respective tax types <https://tax.idaho.gov> aren't listed here.

Filing types and methods

This section identifies the various ways returns can be filed with ISTC. Please select the method(s) your company will support.

The following filing methods represent ISTC's preferred ways of receiving the forms. These methods are mandated in some cases as described under "E-File mandates or requirements" and "Agency Requirements"(page 6).

Form Types	ISTC Filing Methods Check the filing methods your company supports		For more information
1099		File Upload Process	tax.idaho.gov/developers
		Combined Fed/State Program	tax.idaho.gov/developers
W2		File Upload Process	tax.idaho.gov/developers
		Taxpayer Access Point (Web Service)	tax.idaho.gov/tap
W2C		File Upload Process	tax.idaho.gov/developers
Withholding Return		Taxpayer Access Point (Web Service)	tax.idaho.gov/tap
		ACH Credit Payment (satisfies return and payment)	tax.idaho.gov/epay
Reconciliation Return		File Upload Process	tax.idaho.gov/developers
		Taxpayer Access Point (Web Service)	tax.idaho.gov/tap
Other Permitted Returns and Payments (Types listed in the <i>Forms and Tax Types</i> table above)		Taxpayer Access Point (Web Service)	tax.idaho.gov/tap
		ACH Credit Payment (must coincide with a return submission via Taxpayer Access Point)	tax.idaho.gov/epay

E-file mandates or requirements

With respect to W2, W2C, and 1099 submissions:

If the federal mandate for electronic filing of W2, W2C, or 1099 is met (250 or more), and if 50 or more of them are for Idaho employees, then The State of Idaho and ISTC mandates electronic filing of such forms.

Agency requirements

This section identifies agency requirements and expectations of new and existing Software Providers and the software product.

- If your company provides tax return/payment submission service for 100 or more Idaho businesses, ISTC requires you to sign and submit the Withholding Validation Agreement.
 - The ISTC Withholding Validation Agreement allows you access to the Withholding Validation Tool in our TAP system (web service).
 - ISTC requires that the Withholding Validation Tool be used to acquire and maintain accurate electronic filing data for your customers. (Filing paper returns/payments in lieu of maintaining accurate efile using the Withholding Validation Tool is not permitted.)
 - Contact efilecoordinator@tax.idaho.gov to obtain and submit the Withholding Validation Agreement.
- With EFW2 and E1099 files, and in scenarios of file upload trouble, troubleshooting of the file with our efile customer support team is required before any data in such file(s) is reduced to a paper filing.
 - Contact for ISTC Efile Customer Service: efilehelp@tax.idaho.gov
- ISTC requires a valid Power of Attorney (POA) to be filed in our system before we will discuss the specifics of any taxpayer and/or account information with the software company.
 - The POA can be found here: <https://tax.idaho.gov>
- ISTC requires the NACTP number of your software company be present on every substitute form and voucher produced by your software.

Issue notification and resolution requirements

This section represents the ISTC issue notification and issue resolution standards.

- ISTC may require you to submit a plan and time frame of issue correction, and impacted customers may need to be notified.
- Notify the agency if any forms and/or payments you support are not ready when your software is available for use. Submit this information via email: efilecoordinator@tax.idaho.gov

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 update

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.

System security requirements

ISTC 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.

Testing and submission requirements

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

The Substitute Document Test Pack for Tax Year 2022 must be utilized in test submissions for every form marked with your intent for "Substitute Forms" in the "Forms and Tax Types" table on page 4 above.

- Test submissions that do not follow the direction of the Substitute Document Test Pack will not be considered for testing by ISTC.

Validation of data elements

You must validate the following data elements before submission of a permit tax return and/or payment:

- State account number
- Name control
- Tax code
- Tax period
- Filing Cycle
- Transaction code
- Check digit (for use in scan line forms)

Customer communications

This section identifies information ISTC is requiring the software providers to communicate with customers.

Disclosure and use of information language expectations

The following consent language must be added to electronic filing software to notify the user.

For do-it-yourself software:

By using a computer system and software to prepare and 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 ISTC.

For tax professional software:

By using a computer system and software to prepare and 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 ISTC.

For Business software:

By using a computer system and software to prepare and 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 ISTC.

Acknowledgments and signature

By checking this box and 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 ISTC 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. You are allowed up to eight users.

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. Agencies can add a radio button of tax types to the tax type column.

NOTE: Include all authorized individuals, even if listed previously on this form.

First and last name	Phone number	Email address
	Authorized access <input type="checkbox"/> Substitute Forms <input type="checkbox"/> E-file	Tax types
First and last name	Phone number	Email address
	Authorized access <input type="checkbox"/> Substitute Forms <input type="checkbox"/> E-file	Tax types
First and last name	Phone number	Email address
	Authorized access <input type="checkbox"/> Substitute Forms <input type="checkbox"/> E-file	Tax types
First and last name	Phone number	Email address
	Authorized access <input type="checkbox"/> Substitute Forms <input type="checkbox"/> E-file	Tax types
First and last name	Phone number	Email address
	Authorized access <input type="checkbox"/> Substitute Forms <input type="checkbox"/> E-file	Tax types
First and last name	Phone number	Email address
	Authorized access <input type="checkbox"/> Substitute Forms <input type="checkbox"/> E-file	Tax types
First and last name	Phone number	Email address
	Authorized access <input type="checkbox"/> Substitute Forms <input type="checkbox"/> E-file	Tax types
First and last name	Phone number	Email address
	Authorized access <input type="checkbox"/> Substitute Forms <input type="checkbox"/> E-file	Tax types