

Illinois Department of Revenue

Income Tax Letter of Intent

Tax Year 2023

This form must be completed and submitted to Rev.TAXLOI@illinois.gov.

# **2023 Tax Software Provider Illinois Department of Revenue Letter of Intent**

Welcome to the Income Tax Letter of Intent (LOI). If your software company intends to submit electronic returns to the Illinois Department of Revenue you will need to complete this form and submit it to Rev.TAXLOI@illinois.gov.

By submitting this Letter of Intent (LOI) to the Illinois Department of Revenue, you agree to meet our standards for software provider registration, tax preparation software, and 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 returns submitted using your products.

You must complete a separate LOI for each unique product your company offers.

**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 Illinois 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 N/A.
* Assurance testing (ATS) begins on TBD.

**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 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.

|  |  |
| --- | --- |
| 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      |
| 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 leads reporting contact      | Phone      | Email address      |
| Secondary leads reporting contact      | Phone      | Email address      |

## **Substitute forms registration**

Substitute forms providers must complete Form [IL-8633-SF](https://tax.illinois.gov/content/dam/soi/en/web/tax/taxprofessionals/documents/detailedguidelinesspecifications.pdf), Substitute Form Provider Enrollment, available at [tax.illinois.gov](https://tax.illinois.gov/) and email it to REV.vendorforms@illinois.gov.

**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) | [ ]  |

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| --- |
| **Tax types supported**  |
| Individual income tax  | [ ]  e-file  |
| Estate/trust/fiduciary tax  | [ ]  e-file |
| Partnership tax  | [ ]  e-file |
| Corporation tax | [ ]  e-file |
| S-Corporation tax  | [ ]  e-file |

 **Rebranded software products**Complete this section only if your product is rebranded.

For software to be considered rebranded, changes cannot 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      |
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Attach additional sheets if needed.

For Rebranded Products, the Illinois Department of Revenue has the following requirement for e-file ATS approval.

* Rebranded Products are not required to complete e-file ATS approval.

## **E-file mandates or requirements**

**Business Income Tax E-File Mandate**

[Electronic Returns Regulations](https://www.ilga.gov/commission/jcar/admincode/086/086007600001000R.html) - Beginning with returns required to be filed for taxable years ending on or after December 31, 2011, any taxpayer required to file its federal income tax return by electronic means is required to file its equivalent Illinois income tax return for the same taxable year by electronic means. This subsection (c)(4) does not require electronic filing of amended returns or of returns of individuals or estates, or to any return the Department has announced cannot be filed by electronic means.

In the event that you are required to file electronically for federal purposes and the Illinois MeF program does not support your return type, you are exempt from the requirement until such a time that we are prepared to include your return type. See the [current list of business income tax MeF forms and schedules accepted](https://tax.illinois.gov/taxprofessionals/electronicfiling/bit-mef-livelist.html) to determine if your return type is included in the program.

## **Forms and schedules supported by tax type (check all that apply)**

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

|  |  |
| --- | --- |
| **Forms and schedules**  | **e-file** |
| **Individual income tax**  |
| IL-1040 | [ ]   |
| IL-1040-X | [ ]   |
| Schedule CR | [ ]   |
| Schedule G | [ ]   |
| Schedule ICR | [ ]   |
| Schedule IL-E/EIC | [ ]   |
| Schedule K-1-P | [ ]   |
| Schedule K-1-T | [ ]   |
| Schedule M | [ ]   |
| Schedule NR | [ ]   |
| Schedule 1299-C | [ ]   |
| IL-2210 | [ ]   |
| IL-4562 | [ ]   |
| Form W-2 | [ ]   |
| Form W-2G | [ ]   |
| Form 1099-DIV | [ ]   |
| Form 1099-G | [ ]   |
| Form 1099-INT | [ ]   |
| Form 1099-K | [ ]   |
| Form 1099-MISC | [ ]   |
| Form 1099-NEC | [ ]   |
| Form 1099-OID | [ ]   |
| Form 1099-R | [ ]   |
| Form IL-Payment (IL-1040) | [ ]   |
| Form IL-Payment (IL-1040-ES) | [ ]   |
| U.S. 1040 | [ ]   |
| U.S. 1040-NR | [ ]   |
| U.S. 1040-X | [ ]   |
| U.S. Schedules 1 through 3 | [ ]   |
| U.S. Schedule B | [ ]   |
| U.S. Statements for 1040 and Schedule B | [ ]   |
| Binary Attachment | [ ]   |

|  |  |
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| **Forms and schedules** | **e-file** |
| **Estate/trust/fiduciary tax** |
| IL-1041 | [ ]   |
| Schedule M | [ ]   |
| IL-4644 | [ ]   |
| Schedule D | [ ]   |
| Schedule K-1-P | [ ]   |
| Schedule K-1-T | [ ]   |
| Schedule 80/20 | [ ]   |
| Schedule 1299-B | [ ]   |
| Schedule 1299-D | [ ]   |
| Schedule CR | [ ]   |
| Schedule NR | [ ]   |
| Schedule 4255 | [ ]   |
| Schedule NLD | [ ]   |
| IL-4562 | [ ]   |
| IL-477 | [ ]   |
| Schedule SA\_1041 | [ ]   |
| Financial | [ ]   |
| Binary Attachment | [ ]   |
| Form W-2 | [ ]   |
| Form W-2G | [ ]   |
| U.S. 1041     | [ ]   |
| U.S. 8886 | [ ]   |

|  |  |
| --- | --- |
| **Forms and schedules** | **e-file** |
| **Partnership tax** |
| IL-1065 | [ ]   |
| Schedule M | [ ]   |
| Schedule B | [ ]   |
| IL-477 | [ ]   |
| Schedule K-1-P | [ ]   |
| Schedule K-1-T | [ ]   |
| Schedule 80/20 | [ ]   |
| Schedule 1299-A | [ ]   |
| Schedule F | [ ]   |
| Schedule NB | [ ]   |
| Schedule 4255 | [ ]   |
| Schedule NLD | [ ]   |
| IL-2220 | [ ]   |
| IL-4562 | [ ]   |
| Financial | [ ]   |
| Binary Attachment | [ ]   |
| Form W-2G | [ ]   |
| U.S. 1065   | [ ]   |
| U.S. 8886 | [ ]   |
| U.S. Schedule M-3 | [ ]   |

|  |  |
| --- | --- |
| **Forms and schedules** | **e-file** |
| **Corporation tax**  |
| IL-1120 | [ ]   |
| Schedule M | [ ]   |
| Schedule J | [ ]   |
| Schedule INS | [ ]   |
| Schedule K-1-T | [ ]   |
| Schedule K-1-P | [ ]   |
| Schedule 80/20 | [ ]   |
| Schedule 1299-B | [ ]   |
| Schedule 1299-D | [ ]   |
| Schedule UB | [ ]   |
| Subgroup Schedule | [ ]   |
| Schedule UB/INS | [ ]   |
| Schedule INL | [ ]   |
| Schedule NB | [ ]   |
| Schedule NLD | [ ]   |
| Schedule UB/NLD | [ ]   |
| IL-4562 | [ ]   |
| Schedule 4255 | [ ]   |
| IL-477 | [ ]   |
| IRSSchCProForma | [ ]   |
| IL-2220 | [ ]   |
| Schedule SA\_1120 | [ ]   |
| Financial | [ ]   |
| Binary Attachment | [ ]   |
| Form W-2G | [ ]   |
| U.S. 1120 | [ ]   |
| U.S. 1120 F | [ ]   |
| U.S. Schedule M-3 | [ ]   |
| U.S. 8886 | [ ]   |

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| **Forms and schedules** | **e-file** |
| **S-Corporation tax**  |
| IL-1120-ST | [ ]   |
| Schedule M | [ ]   |
| Schedule B | [ ]   |
| IL-477 | [ ]   |
| Schedule K-1-P | [ ]   |
| Schedule K-1-T | [ ]   |
| Schedule 80/20 | [ ]   |
| Schedule 1299-A | [ ]   |
| Schedule F | [ ]   |
| Schedule NB | [ ]   |
| Schedule 4255 | [ ]   |
| Schedule NLD | [ ]   |
| IL-2220 | [ ]   |
| IL-4562 | [ ]   |
| Financial | [ ]   |
| Binary Attachment | [ ]   |
| Form W-2G | [ ]   |
| U.S. 1120S | [ ]   |
| U.S. Schedule M-3 | [ ]   |
| U.S. 8886 | [ ]   |

**Electronic amended returns**

The Illinois Department of Revenue requests you support electronic amended returns for those available through MeF.

**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.

**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 Illinois Department of Revenue’s issue notification and issue resolution standards.

Notify the agency if any forms and/or payments you support are not ready after agency approval. Submit this information via email to Rev.ILDOR.MEFIIT@illinois.gov for individual income tax or Rev.ILDOR.MEFBIT@illinois.gov for business income tax and include the date the electronic product will be ready to submit.

# **System security requirements**

# The Illinois 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 Illinois Department of Revenue and Illinois Attorney General’s Office.

If your company identifies an issue, incident, or threat of significance, you should:

• Conduct an initial analysis and immediately take steps to block or contain the issue.

• Share detailed information about impacts to our returns or taxpayers immediately as permitted by applicable laws, regulations, or policies. Information we’d like includes, but is not limited to:

o Date and time of the incident.

o Date and time the incident was discovered.

o How the incident was discovered.

o Description of the incident.

o Data involved, including specific data elements if known, including return submission IDs.

o Actual or estimated number of taxpayer records involved.

o Infrastructure/systems involved (i.e. laptops, servers, desktops etc.).

o Examples of information communicated to customers or other external audiences about the issue.

o Plan for correcting the issue and if appropriate, notifying those impacted.

• Work with us to answer our questions and identify, correct, and prevent the issue.

• If applicable, work with us to develop and distribute communication material and instructions for customers.

# **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 the Illinois Department of Revenue’s schema requirements in the FTA State Exchange System (SES).

# **Testing and submissions**All e-file ATS 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:

• State driver’s license/ID card data elements

• State withholding account numbers

• Withholding account number(s) – employer identification number.

• Validate boxes 15-17 in the W2 to ensure they are not duplicated.

• PTIN entered at product registration.

**Customer Notices**This section identifies information the Illinois 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 Illinois 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 Illinois 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 Illinois Department of Revenue*.

**Driver’s license/ID card expectations for individual income tax**

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

**For e-file returns:**

The Illinois Department of Revenue requests the DL/ID card be included with the return but won’t reject the return if it’s not included.

The Illinois 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: Driver’s license or state identification card information is not required but is preferred to be received with the e-file tax return. It can be used as a security measure to help prevent identity theft and fraud. If no driver’s license or state ID card information is available or provided, you should be prompted to indicate this in the software.**

## **Refund expectations**

The Illinois 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://tax.illinois.gov/individuals/refunds.html**](https://tax.illinois.gov/individuals/refunds.html)

**Statement: The Illinois Department of Revenue (IDOR) is required to review returns and ensure the amounts requested as refunds are issued accurately and to the legitimate recipient. Once a return is received by IDOR, many different factors can affect the timing of a refund. Some returns take longer to review than others for many reasons including, but not limited to:**

**• when and how the return was filed,**

**• our current return inventory levels,**

**• identity theft and fraud security measures,**

**• the types of income tax credits claimed, and**

**• the type and amount of a refund.**

## **Taxes due expectations**

The Illinois 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.

**Individual URL:** [**https://tax.illinois.gov/individuals/pay.html**](https://tax.illinois.gov/individuals/pay.html)

**Business URL:** [**https://tax.illinois.gov/businesses/payments.html**](https://tax.illinois.gov/businesses/payments.html)

# **A****gency questions**

This section represents questions the Illinois Department of Revenue has for the software provider about their product.

1. Do you support unlinked jurisdictional returns?
	1. [ ]  Yes
	2. [ ]  No
2. 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 a separate sheet if necessary.

# **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 Illinois 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 | [ ]  Individual Income Tax [ ]  Estate/Trust Tax [ ]  Partnership Tax [ ]  Corporation Tax [ ]  S-Corporation Tax  |
| First and last name      | Phone number       | Email address       |
| Authorized access☐ E-file | [ ]  Individual Income Tax [ ]  Estate/Trust Tax [ ]  Partnership Tax [ ]  Corporation Tax [ ]  S-Corporation Tax  |
| First and last name      | Phone number       | Email address       |
| Authorized access[ ]  E-file | [ ]  Individual Income Tax [ ]  Estate/Trust Tax [ ]  Partnership Tax [ ]  Corporation Tax [ ]  S-Corporation Tax  |
| First and last name      | Phone number       | Email address       |
| Authorized access[ ]  E-file | [ ]  Individual Income Tax [ ]  Estate/Trust Tax [ ]  Partnership Tax [ ]  Corporation Tax [ ]  S-Corporation Tax  |
| First and last name      | Phone number       | Email address       |
| Authorized access[ ]  E-file | [ ]  Individual Income Tax [ ]  Estate/Trust Tax [ ]  Partnership Tax [ ]  Corporation Tax [ ]  S-Corporation Tax  |
| First and last name      | Phone number       | Email address       |
| Authorized access[ ]  E-file | [ ]  Individual Income Tax [ ]  Estate/Trust Tax [ ]  Partnership Tax [ ]  Corporation Tax [ ]  S-Corporation Tax  |
| First and last name      | Phone number       | Email address       |
| Authorized access[ ]  E-file | [ ]  Individual Income Tax [ ]  Estate/Trust Tax [ ]  Partnership Tax [ ]  Corporation Tax [ ]  S-Corporation Tax  |
| First and last name      | Phone number       | Email address       |
| Authorized access[ ]  E-file | [ ]  Individual Income Tax [ ]  Estate/Trust Tax [ ]  Partnership Tax [ ]  Corporation Tax [ ]  S-Corporation Tax  |