



Kansas MeF

Letter of Intent

Tax Year 2019

Hope.Manderino@ks.gov

785-291-3539

Due Date: LOI needs to be submitted before you start ATS with Kansas

2019 Tax Software Provider Kansas Department of Revenue Letter of Intent

By submitting this Letter of Intent (LOI) to the Kansas Department of Revenue (KDOR), you are agreeing to meet our standards for software provider registration and all tax preparation software. 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 submitted using your products.

Please complete a registration form for each unique product your company offers. If you submit an incomplete form, your request to participate in electronic may be denied.

This form must be completed and submitted to Hope Manderino at hope.manderino@ks.gov before you start software testing with KDOR. Kansas allows testing year around and there is no deadline for approval.

Name of Company	Product Name	State Software ID
DBA Name	NACTP Member Number	State Tax Account Number (if applicable)
Address	Product Address/URL	Company FEIN
City	State	Zip Code
Regulatory/Compliance Contact		
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 Fiduciary MeF Contact	Phone	Email Address
Secondary Fiduciary MeF Contact	Phone	Email Address
Primary Leads Reporting Contact	Phone	Email Address
Secondary Leads Reporting Contact	Phone	Email Address

VERY IMPORTANT:

EFIN(s) and ETIN(s) – must be provided otherwise our system will not accept returns from unknown numbers.

Test EFIN(s)	Test ETIN(s)
Production EFIN(s)	Production ETIN(s)

Authorized access to the State Exchange System

Please 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
- The listed contacts will be provided access to the E-File folder only and all of the Kansas tax types supported in the MeF platform.

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	First and last name	Email address	Phone number
Company name	First and last name	Email address	Phone number
Company name	First and last name	Email address	Phone number
Company name	First and last name	Email address	Phone number
*If you need to complete an LOI for vendor forms approval or needs access for vendor forms please contact Faye Streeter at faye.streeter@ks.gov.			

Please attach additional sheet with authorized users if necessary.

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

Please check all that apply

E-File

- Individual Income Tax (K-40) K-40H K-40PT
- Corporate Tax (K-120)
- Partnership/S-Corporation Tax (K-120S)
- Estate/Trust/Fiduciary Tax (K-41)

Additional Forms and Schedules Supported through MeF (check all that apply)

2019 Individual Income –

(NOTE: Any credit schedule with an asterisk following it is a credit that can ONLY be filed electronically)

- | | |
|--|---|
| <input type="checkbox"/> K-34 Business & Job Development Credit | <input type="checkbox"/> K-59 High Performance Incentive Program |
| <input type="checkbox"/> K-35 Historic Preservation Credit | <input type="checkbox"/> K-60 Community Service Contribution Credit |
| <input type="checkbox"/> K-37 Disabled Access Credit | <input type="checkbox"/> K-70 Low Income Student Scholarship |
| <input type="checkbox"/> K-44 Purchases from Qualified Vendor Credit (NEW) | |
| <input type="checkbox"/> K-47 Adoption Credit | <input type="checkbox"/> K-88 PEAK Credit* |
| <input type="checkbox"/> K-53 Research & Development Credit | <input type="checkbox"/> K-89 Rural Opportunity Zone (ROZ) Credit* |

2019 Corporate / Partnership –

- | | |
|--|--|
| <input type="checkbox"/> K-34 Business & Job Development Credit | <input type="checkbox"/> K-44 Purchases from Qualified Vendor Credit (NEW) |
| <input type="checkbox"/> K-35 Historic Preservation Credit | <input type="checkbox"/> K-59 High Performance Incentive Program Credit |
| <input type="checkbox"/> K-37 Disabled Access Credit | <input type="checkbox"/> K-60 Community Service Contribution Credit |
| <input type="checkbox"/> K-120EX Expensing Deduction | <input type="checkbox"/> K-62 Alternative-Fuel Tax Credit |
| <input type="checkbox"/> K-120ES Corporate Estimated Tax | <input type="checkbox"/> K-70 Low Income Student Scholarship Credit |
| <input type="checkbox"/> K-121 Combined Income Method of Reporting | |
| <input type="checkbox"/> K-121S Combined Income Method of Reporting for S-Corps and Partnerships | |

2019 Fiduciary Income –

- K-34 Business & Job Development Credit
- K-37 Disabled Access Credit
- K-44 Purchases from Qualified Vendor Credit (NEW)
- K-53 Research & Development Credit
- K-59 High Performance Incentive Program Credit
- K-60 Community Service Contribution Credit
- K-70 Low Income Student Scholarship Credit

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 Address	National Software ID *
Rebranded Product Name	Contact Person	Phone	Email Address	National Software ID *
Rebranded Product Name	Contact Person	Phone	Email Address	National Software ID *
Rebranded Product Name	Contact Person	Phone	Email Address	National Software ID *
Rebranded Product Name	Contact Person	Phone	Email Address	National Software ID *

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

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

- Rebranded Products may be asked to complete an abbreviated e-file ATS approval depending on the rebranded products that are listed. If you were requested to submit additional testing the prior year then you we will probably request it again this year.

Communication and Expectations

Documents and materials

Kansas Department of Revenue e-file documentation will be provided at the following locations:

- FTA State Exchange System (SES) for schemas

Refund expectations

Kansas Department of Revenue is providing a URL and 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: <https://www.kdor.ks.gov/apps/kcsc/increfundstatus.aspx> - this link is where taxpayer's can check on their refund status

Statement: Taxpayers expecting refunds that filed electronically can expect a deposit in 10 to 14 business days. Taxpayers expecting a refund that filed using a paper form should allow at least 16 to 20 weeks to receive a refund back by mail.

To check your current year tax refund go to our website or call 1-800-894-0318 for automated refund information. You will need your Social Security number(s) and the expected amount of your refund. Any errors, inaccurate forms or information, photocopied forms, or incomplete information will delay the processing of a return and can extend the timeframe for you to expect your refund.

Taxes due expectations

Kansas Department of Revenue is providing a URL's and a statements about taxes due, such as due dates and payment methods. Industry partners must use these statements and URL's or other methods prescribed by Kansas in all products. If the taxpayer found the option to pay by check and has selected it as their payment option then the messages must be shown to end-users within the software in a way to maximize the likelihood the message is read.

- Make a direct payment using your banking information allows you to “file now, pay later” by choosing the date you would like your bank account debited. Go to the Kansas Department of Revenue Customer Service Center at <https://www.kdor.ks.gov/Apps/kcsc/login.aspx> to create a login and make an electronic payment. To create a login you will need access to your email and an access code that is assigned by the department or your prior year's tax information. To avoid any penalties or interest you must have the balance due paid in full no later than the April 15th due date. Payments can created on the due date no later than 11:59pm to be considered timely submitted. If you need the access code or assistance please call 1-785-368-8222 or send an email to: kdor_tac@ks.gov
- Make a credit card payment for your Kansas tax can be done online through third-party vendors. Services and fees vary, but all vendors accept major credit cards. Go to <https://ksrevenue.org/faqs-credit.html> for a list of vendors authorized to accept payments for Kansas. To make sure your payment is timely you can create the payment on the due date of April 15th no later than 11:59pm.
- If you are unable to pay the full amount due, you should file your Kansas income tax return then pay as much as you can before the filing due date by making smaller payments to Kansas using our Customer Service Center for bank account withdraws at <https://www.kdor.ks.gov/Apps/kcsc/login.aspx> or our credit card payment options at <https://ksrevenue.org/faqs-credit.html>. Penalties and interest will accrue on any unpaid balance due after the due date until fully paid. If you cannot get the tax debit paid by the due date there is an option to set up a payment plan once the debit is considered past due. For the payment plan request information go to <https://ksrevenue.org/payplan.html> or call 1-785-296-6121 for payment plan assistance.

Kansas Department of Revenue would like all the industry partners help in generating as many electronic payments as possible on the tax filings that have a balance due. We would like all of the electronic options to be the most visible within the software. If the filer does select the paper check option then make sure that the information above is displayed. Also when the payment voucher and instructions are provided to the taxpayer by email or printed the above information should also be included so they know what their other options are after they file the return.

Driver's license/ID card expectations

Kansas Department of Revenue is providing the following expectations and information:

For e-file returns:

- Kansas Department of Revenue (KDOR) wants to receive the DL/ID Card information with the tax return. KDOR does not require the information but the data should be presented to the filer for completion. KDOR will NOT reject any returns if this information is missing.

The Kansas Department of Revenue does not request DL/ID information on printed/paper forms when they are submitted by mail.

Kansas Department of Revenue is providing a URL and/or 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 messages are expected to be show to end-users within the software in a way to maximize the likelihood the message is read.

URL: <https://www.ksrevenue.org/eservefile.html>

Statement:

The state of Kansas is requesting additional information in an effort to combat stolen-identity tax fraud to ensure that your hard-earned tax refund goes to you. Please provide the requested information from your driver's license or state-issued identification card. This information has been requested in prior years on electronically filed Kansas returns but is not required to be provided. Your return will not be rejected if you do not have a driver's license or identification card or choose not to enter the information.

Questions, Requirements, Standards and Recommendations

This section represents Kansas Department of Revenue questions, requirements, and standards for tax software providers.

Standards and requirements for confirmation of specific data elements

- When Professional software is being used by a preparer the Kansas Department of Revenue is requesting that the elements in the PaidPreparerInformationGrp be required prior to submission. Within this group of elements there are some that are required and some that are optional and those will remain as such.

Data Breach Reporting

All software providers executing this agreement are subject to the data breach security laws and/or regulations of the **Kansas Department of Revenue noted below**, including but not limited to provisions regarding who must comply with the law, definitions of "personally identifiable information", what constitutes a breach, requirements for notice, and any exemptions.

The Kansas Statute for the applicable laws, regulations and requirements can be located here [Article 7a / Statute 50-7a02](#)

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.
2. If pre-paid cards are offered to customers through the software please provide contact information that KDOR can provide to our taxpayer's when they need help with locating their funds after KDOR determines it was received by an RTN sent on the return.
3. Do you require your users/customers to download and apply product updates to continue electronically file and/or print tax returns with the software? Please explain the timeline and process for this once an update is available for the product.
4. Kansas has some tax credits that are only accepted if the tax return is filed electronically. Do you let taxpayer's know up front if you support these electronic only tax credits prior to them starting a return?

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 all electronic returns received by Kansas Department of Revenue generated from this software will be electronically filed from the initially approved product version, or a subsequent product update.
- I acknowledge all paper returns received by Kansas Department of Revenue generated from this software will be printed from the approved product version, or a subsequent product update.
- I acknowledge Kansas Department of Revenue will be notified of any incorrect and/or missing calculation or e-file data element for any paper or electronic returns submitted to Kansas 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 Kansas 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

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

AUTHORIZED REPRESENTATIVE SIGNATURE	AUTHORIZED REPRESENTATIVE PHONE NUMBER	AMENDED DATE
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Please email the completed LOI to hope.manderino@ks.gov

If you have any question please email or call me at 785-291-3539.