



# Missouri Department of Revenue

Letter of Intent

Tax Year 2018

Send completed LOI to: [Elecfile@dor.mo.gov](mailto:Elecfile@dor.mo.gov)

LOI Due Date: December 1, 2018

## 2018 Tax Software Provider Missouri Department of Revenue Letter of Intent

This Letter of Intent (LOI) sets forth the specific questions, requirements, and standards for tax software providers for the Missouri Department of Revenue. By submitting this registration form to the department, you are agreeing to meet our standards for software provider registration, tax preparation software (DIY or professional), and substitute forms.

This LOI also incorporates all of the terms, requirements, and standards set forth in the Tax Software Provider National Standards Letter of Intent maintained by the Federation of Tax Administrators. Agreement and adherence to the national standards are required as a prerequisite to approval.

Failure to meet any of the standards or requirements set forth in the national letter of intent or in this specific LOI may result in the denial of your application or the removal of your organization as an approved software provider, and the rejection of all electronic or paper returns submitted using your products.

Please complete a registration form for each unique product your company offers.

**This form must be completed and submitted to the Electronic Services Unit, [elecfile@dor.mo.gov](mailto:elecfile@dor.mo.gov), no later than December 1, 2018.**

Name of Company	Product Name	State Software ID
DBA Name	NACTP Member Number	State Account Number (if applicable)
Address	Product Address/URL	Company FEIN
City	State	Zip Code
<b>Regulatory/Compliance Contact</b>		
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
<b>Test EFIN(s)</b>		
Test EFIN(s)	Test ETIN(s)	
<b>Production EFIN(s)</b>		
Production EFIN(s)	Production ETIN(s)	

Type of Software Product

- DIY/Consumer (Web-Based)
- DIY/Consumer (Desktop)

- Professional/Paid Preparer (Web-Based)
- Professional/Paid Preparer (Desktop)

Tax Types Supported (Check all that apply)

E-File

- Individual Income Tax
- Fiduciary Tax
- Partnership Tax

- Corporate Tax
- S-Corporation Return

Rebranded Software Products

**Software Companies: Use this section only if this product is rebranded with the approval of the Software Publisher, who is the original creator of the software and signer of the LOI. It is the position of the STAR Working Group under the auspices of the IRS Security Summit that:**

- *Rebranding where the software publisher makes all code changes to generate the rebranded software and ensures that the rebranded software meets the applicable requirements (Trusted Customer, Generation of Authentication Elements, Generation of LEADS reports, STAR Requirements, etc) does not pose any additional risk to the tax ecosystem.*
- *Rebranding where the organization who rebrands the software has the capability to make cosmetic changes including but not limited to color or font but cannot make changes to the applicable requirements (listed above) does not pose additional risk to the ecosystem.*

Rebranded Product Name	Contact Person	Phone	Email Address	Unique Identifier **
Rebranded Product Name	Contact Person	Phone	Email Address	Unique Identifier **
Rebranded Product Name	Contact Person	Phone	Email Address	Unique Identifier **
Rebranded Product Name	Contact Person	Phone	Email Address	Unique Identifier **
Rebranded Product Name	Contact Person	Phone	Email Address	Unique Identifier **

\*If there are more than 5 software products that have rebranded under a different name, please list them on a separate sheet and attach with your LOI submission.  
 \*\* If available.

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

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

Forms and Schedules Supported (check all that apply)

**Individual**

MO-1040	MO-1040A	MO-1040P	MO-A
MO-PTS	MO-CRP	MO-CR	MO-TC
MO-QHIP	MO-HEA	MO-NRI	MO-2ENT

**Corporate**

MO-1120	MO-MS	MO-TC	MO-C
MO-NBI	MO-2220		

**S-Corporation**

MO-1120S	MO-MSS	MO-NRS	
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**Fiduciary**

MO-1041	MO-NRF	MO-CR	MO-TC
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**Partnership**

MO-1065	MO-NRP	MO-MS	
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# **Communication and Expectations**

## **Documents and Materials**

Missouri Department of Revenue e-file documentation will be posted/provided at the following locations:

- FTA State Exchange System (SES)

## **Refund Expectations**

To assist Taxpayers and Tax Professionals expecting refunds, the Missouri Department of Revenue is providing a URL and/or a statement about refund processing. Industry partners should use this statement and/or URL to communicate and help set the appropriate expectations with external stakeholders. Providing this information will ensure everyone is communicating a consistent refund timing message.

**Statement:** Generally, the timeframe for issuing refunds depends on when the return is filed and the incoming volumes. For returns filed in January with no problems noted, refunds can sometimes be issued within a week. However, refunds from returns filed in April can sometimes take 8 weeks, even if there is no problem with the return as the state manages its cash resources to meet all of its obligations. The timing of refunds is also affected by the Department's measures to prevent identity theft and refund fraud. Refunds will only be issued when the Department has taken reasonable steps to ensure that the individuals claiming the refunds are not using stolen identities.

## **State Driver's License/ID Card Expectations**

To help Taxpayers, Tax Professionals, and Industry partners understand the jurisdiction requirements for State Driver's Licenses or ID Cards, Missouri Department of Revenue is providing the following expectations:

### **For e-file returns:**

- The Missouri Department of Revenue wants to receive the DL/ID Card Information with the tax return

To assist Taxpayers and Tax Professionals filing returns, the Missouri Department of Revenue is providing a URL and/or a statement regarding expectations for the DL/ID Card. Industry partners will use this statement or URL to communicate and help set the appropriate expectations with external stakeholders.

**url:** [https://dor.mo.gov/personal/individual/identity\\_theft.php](https://dor.mo.gov/personal/individual/identity_theft.php)

## **Questions, Requirements, Standards and Recommendations**

- Review and comply with the standards in the *Missouri Department of Revenue's 2018 Software Developer's Guides*.
- Notify the department immediately when errors in your software affect Missouri taxpayers. Do not submit returns with known errors until they are corrected. Notify the Department as soon as you have corrected the errors.
- Provide timely software updates, corrections, and technical support to ensure the accuracy of Missouri tax returns.
- Distribute only complete, tested, approved, and certified software.

### Specific Questions

1. Do you support unlinked jurisdictional returns?
  - a.  Yes
  - b.  No
  
2. Do you support PDF attachments?
  - a.  Yes
  - b.  No
  
3. 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.

# **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 the Missouri 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 the Missouri Department of Revenue generated from this software will be printed from the initially approved product version, or a subsequent product update.
- I acknowledge the Missouri Department of Revenue will be notified of any incorrect and/or missing calculation or e-file data element for any paper or electronically returns submitted to the Missouri Department of Revenue.
- I acknowledge users/customers of this product who attempt to e-file 10 or more business days after a production release will be required to download and apply the product update.

As the representative of the above-named organization, I agree, on behalf of the organization, to comply with all requirements listed above. Furthermore, by signing this agreement, my organization is agreeing to all of the requirements listed above. The Missouri Department of Revenue reserves the right to revoke approval acceptance of any company and thereby refuse to accept any additional returns from such software company that does not adhere to above stated requirements.

As an approved Missouri Department of Revenue provider, I agree to provide true, accurate, current, and complete information about my company. I understand that if I provide any information that is untrue, inaccurate, obsolete, or incomplete, the Missouri Department of Revenue has the right to deny, suspend, or terminate my account.

(AUTHORIZED REPRESENTATIVE) PRINTED NAME	TITLE	EMAIL ADDRESS
(AUTHORIZED REPRESENTATIVE) SIGNATURE	DATE	PHONE NUMBER

Please send completed LOI to [elecfile@dor.mo.gov](mailto:elecfile@dor.mo.gov). If you have any questions, please contact Katy Werdehausen at (573) 522-4300 or [Katy.Werdehausen@dor.mo.gov](mailto:Katy.Werdehausen@dor.mo.gov).