Rhode Island

Letter of Intent

Tax Year 2020

**This form must be completed and submitted to the RI Division of Taxation at** Tax.VendorForms@tax.ri.gov **no later than November 12, 2020.**

# 2020 Tax Software Provider Rhode Island Letter of Intent

By submitting this Letter of Intent (LOI) to the Rhode Island Division of Taxation you are agreeing to meet our standards for software provider registration, all tax preparation software, and substitute forms.

Failure to meet the standards or requirements set forth 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 or paper returns submitted using your products.

You must complete a separate LOI form for each unique product your company offers. If you submit an incomplete form, your request to participate in electronic or paper submissions may be denied.

|  |  |  |
| --- | --- | --- |
| Name of Company      | Product Name      |  State Software ID (if applicable)       |
| DBA Name      | NACTP Vendor ID      | State Tax Account Number (if applicable)      |
| Address      | Product Address/URL      | Company FEIN      |
| City      | State      |  Zip Code      |
| If you have more than one product name, list your other product names here:       |
|  |
| 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      |
|  |  |
| Test EFIN(s)      | Test ETIN(s)      |
| Production EFIN(s)      | Production ETIN(s)      |

## **Authorized access to the State Exchange System**

## Please provide information for the employees you are authorizing to have access to the State Exchange System. The tax type box should include all the tax types individuals are authorized to access.

**NOTE:** Even if the individuals are the same as what you’ve listed on the first page, please also include them here.

|  |  |  |
| --- | --- | --- |
| Company name      | First and last name       | Email address       |
| Phone number      | Authorized access[ ] E-file | Tax types       |
| Company name      | First and last name       | Email address       |
| Phone number      | Authorized access[ ] E-file | Tax types       |
| Company name      | First and last name       | Email address       |
| Phone number      | Authorized access[ ] E-file | Tax types       |
| Company name      | First and last name       | Email address       |
| Phone number      | Authorized access[ ] E-file | Tax types       |

Please attach additional sheet with authorized users if necessary. The list you provide must include the information requested in the table above.

## **Type of software product**

[ ]  DIY/Consumer (Web-Based)

[ ]  DIY/Consumer (Desktop)

[ ]  Professional/Paid Preparer (Web-Based)

[ ]  Professional/Paid Preparer (Desktop)

**Tax types supported**

Please check all that apply

E-File

[ ]  Individual Income Tax – RI-1040

[ ]  Individual Income Tax – RI-1040NR

[ ]  Estate/Trust/Fiduciary Tax – RI-1041

E-File

[ ]  Corporate Income Tax – RI-1120C

[ ]  S-Corporation Return – RI-1120S

[ ]  Partnership Return – RI-1065

## **Rebranded software products**

**Complete this section only if your product is rebranded.**

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| --- |
| **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). As the Software company selling and/or licenses your product to a third-party, 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.  |

Please attach additional sheets with rebranded software product information if necessary.

For Rebranded Products, the **Rhode Island Division of Taxation** has the following requirements **for paper forms and/or e-file ATS approval**

For PAPER FORMS - Rebranded Products are required to complete the full e-file ATS/paper form approval process

For E-FILE - Rebranded Products are required to complete an abbreviated e-file ATS approval process

## Complete one test for each form type to confirm software ID is correct

##

## **Substitute forms registration**

This LOI is to be used **only** for e-file registration.

Visit the RI Division of Taxation’s Software Developers page for the paper forms registration form and 2020 Form Spec Guide.

Software Developers page: <http://www.tax.ri.gov/misc/software_developers.php>

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

## Visit the RI Division of Taxation’s Software Developers page for the paper forms registration form and 2020 Form Spec Guide.

Software Developers page: <http://www.tax.ri.gov/misc/software_developers.php>

## **Documents and materials**

RI Division of Taxation e-file and paper form documentation will be posted/provided at the following locations:

E-file form documentation will be posted on the FTA State Exchange System (SES).

## Paper form documentation will be posted on the Software Vendors page on the RI Division of Taxation’s website.

Software Developers page: <http://www.tax.ri.gov/misc/software_developers.php>

**Agency requirements**
This section identifies agency requirements expectations for communicating information to users of the software product.

# **Production return submission requirements**

# All returns generated from this software must be electronically filed or printed from the initially approved software or a subsequent product update.

# **Product update requirements**Users/customers of desktop products who attempt to file 10 or more business days after a production release, must be required to download and apply the product update.

# **Schema requirements**

# Your software must adhere to the schema requirements included in the authentication and return header. Agency schema information and requirements can be on the FTA State Exchange System (SES).

# **Testing and submission requirements**All e-file ATS and substitute forms tests submitted during the approval process must be created in, and originate from, the actual software.

# **System security requirements**

# You are responsible for implementing appropriate security measures to protect taxpayers and their information in your system. This includes but is not limited to when it is on-line, off-line, at rest, and in transit. The Rhode Island Division of Taxation does not prescribe the security requirements for your system. Cyber security resources such as the National Institute of Standards and Technology or the Department of Defense Security Technical Implementation Guide are examples of national resources available to assist you with this process.

## **Validation of specific data element requirements**

This section represents the Rhode Island Division of Taxation’s requirements for validation of specific data elements.

The following pre-populated data element must be validated by the taxpayer and/or tax professional prior to completing the tax return.

* Banking information

**Customer Communications**This section identifies information the Rhode Island Division of Taxation requires 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 transmit return(s) electronically, I consent to the disclosure of all information pertaining to my use of the system and software to the* Rhode Island Division of Taxation, *as applicable by law, and to the transmission of my tax return(s).*

**For Tax Professional software:**

*By using a computer system and software to prepare and transmit my client’s return electronically, I consent to the disclosure of all information pertaining to my use of the system and software to create my client’s return and to the electronic transmission of my client’s tax return to the* Rhode Island Division of Taxation, *as applicable by law****.***

**For Business software:**

*By using a computer system and software to prepare and transmit this business return electronically, I consent to the disclosure of all information pertaining to the user of the system and software to create this business return and to the electronic transmission of this business tax return* to the Rhode Island Division of Taxation.

## **Driver’s license/ID card expectations**

 To help Taxpayers, Tax Professionals, and Industry partners understand the jurisdiction requirements for State Driver’s Licenses (DL) or ID Cards, the Rhode Island Division of Taxation provides the following expectations:

**For e-file returns:**

[ ]  RI Division of Taxation requires the DL/ID Card Information be included with the tax return but will not reject the e-file return

**For printed/paper forms requesting the DL/ID Card information:**

[ ]  RI Division of Taxation requests the full DL/ID Card Information on the form(s)

## **Refund expectations**

To assist Taxpayers and Tax Professionals expecting refunds, the Rhode Island Division of Taxation provides a URL and/or a statement about refund processing. Industry partners must use this statement and/or or other method prescribed by the agency 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. Providing this information will ensure everyone is communicating a consistent refund timing message.

***See the LOI Summary Document for Example Refund Messaging***

**URL: Where’s My Refund?** [**https://www.ri.gov/taxation/refund/**](https://www.ri.gov/taxation/refund/)

## **Taxes due expectations**

The Rhode Island Division of Taxation is providing a URL and/or a statement about taxes due, such as due dates and payment methods. 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:** [**http://www.tax.ri.gov/misc/creditcard.php**](http://www.tax.ri.gov/misc/creditcard.php)

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

This section represents jurisdiction questions, requirements, and standards for tax software providers.

## **See state folder on SES once access is granted.**

## **Standards and requirements for confirmation of specific data elements**

In this section indicate what pre-populated data elements the taxpayer and/or tax professional must provide confirmation of prior to completing the tax return.

##

## **Specific questions**

1. Do you support unlinked jurisdictional returns? Yes
2. Jurisdiction wants to receive Taxes Paid to Other States (TPOS) data when applicable and will provide a cross walk for the software provider when schemas are released.

Will your company support the TPOS schema for this filing season?

# **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 RI Division of Taxation 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 RI Division of Taxation generated from this software will be printed from the approved product version, or a subsequent product update.

[ ]  I acknowledge RI Division of Taxation will be notified of any incorrect and/or missing calculation or e-file data element for any paper or electronic returns submitted to RI Division of Taxation.

[ ]  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. I further acknowledge that the Rhode Island Division of Taxation 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      |