

Rhode Island

Letter of Intent

Tax Year 2021

This form must be completed and submitted to the RI Division of Taxation at
Tax.VendorForms@tax.ri.gov no later than November 12, 2021

2021 Tax Software Provider RI Division of Taxation Letter of Intent

Welcome to the Income Tax Letter of Intent (LOI). If your software company intends to submit electronic and/or paper returns to the RI Division of Taxation, you will need to complete this form and submit it to

Tax.VendorForms@tax.ri.gov

By submitting this Letter of Intent (LOI) to the [agency name], 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, 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 for each unique product your company offers. We may reject an incomplete Letter of Intent.

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 RI Division of Taxation 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 form by November 11, 2021.
- Form's approval must be completed by December 17, 2021.
- Assurance testing (ATS) begins on November 1, 2021.

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
If you have more than one product name, list your other product names 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 Fiduciary (Estate/Trust) MeF Contact	Phone	Email Address
Secondary Fiduciary (Estate/Trust) MeF Contact	Phone	Email Address
Primary Leads Reporting Contact	Phone	Email Address
Secondary Leads Reporting Contact	Phone	Email Address

Authorized access to the State Exchange System

On page 10, provide information for each employee you are authorizing for access to the State Exchange System.

Software products and tax types supported

Check all that apply.

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
 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.

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.

Use one of the following class codes for each product:

- **Class Code 1:** Software products sold/licensed to a third-party user and the third-party user can add their own logos and/or splash screens, but they cannot modify calculations in the program.
- **Class Code 2:** Software products sold/licensed to a third-party user and the third-party can modify calculations in the program.

Rebranded Product Name	Class Code	ETIN (if applicable)	Contact Person	Phone	Email Address
Rebranded Product Name	Class Code	ETIN (if applicable)	Contact Person	Phone	Email Address
Rebranded Product Name	Class Code	ETIN (if applicable)	Contact Person	Phone	Email Address
Rebranded Product Name	Class Code	ETIN (if applicable)	Contact Person	Phone	Email Address
Rebranded Product Name	Class Code	ETIN (if applicable)	Contact Person	Phone	Email Address

Attach additional sheets if needed.

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 Notices

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

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 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 Rhode Island Division of Taxation.

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 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 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 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 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/>

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>

Agency 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. The RI 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
-------------------------------------	--	--------------

