



**2016 LETTER OF INTENT
TO PRODUCE VERMONT SUBSTITUTE TAX FORMS**

As a duly appointed representative of _____, I hereby state my intent to abide by the policies, procedures and guidelines published by the Vermont Department of Taxes concerning the development of substitute forms. Specifically, I agree to:

- ... Meet the processing specifications in the "Substitute Forms Policy" and the "Scanband Specifications" for any substitute tax forms developed by the above company.
- ... Submit all forms for approval by the designated due dates (see page 14 for details).
- ... **Include ONLY APPROVED FORMS as part of any software package release.**
- ... Submit substitute forms to the Vermont Department of Taxes for review and written approval prior to releasing any Vermont substitute forms or any products that produce such forms to customers or clients.
- ... Proofread substitute forms against FINAL Department forms before submitting for approval.
- ... Notify the Department and our customers immediately if computation errors or other variable data errors are found and corrected.
- ... Notify our customers of the minimum computer hardware needed to produce adequate copies of the approved substitute tax forms.
- ... Place our software developer code on all pages of substitute forms.
- ... Authorize the Vermont Department of Taxes to include the name of our company in various public information materials designed to inform practitioners and the public about software developers who have complied with the specifications for reproducing tax forms.

Signature

Date

Printed Name

Title

Please submit both pages of your completed Letter of Intent **by Nov. 1, 2016** to:

Ann Lane, Vendor Liaison
Vermont Department of Taxes
133 State Street
Montpelier, VT 05633-1401
ann.lane@vermont.gov

Important: Your form(s) will not be reviewed or tested until this Letter of Intent has been received.

We plan to reproduce the following Vermont tax forms for the 2016 tax year:

Company Name: _____

Contact Person: _____ Email: _____

Phone Number: _____ Fax Number: _____

VT 2-digit Vendor ID _____ NACTP 4-digit Vendor ID: _____

Product Name(s): _____

<u>SCANNED FORMS</u>	<u>SCANNED FORMS, CONT.</u>
<p>Due Date Jan. 1, 2017</p> <p><input type="checkbox"/> INC Subset 1 (IN-111, IN-112, IN-113, IN-116, IN-117, IN-119, IN-153, IN-155)</p> <p><input type="checkbox"/> INC Subset 2 (IN-114)</p> <p><input type="checkbox"/> INC Subset 3 (HS-122, HI-144)¹</p> <p><input type="checkbox"/> INC Subset 4 (PR-141, HI-144)¹</p> <p><input type="checkbox"/> INC Subset 5 (IN-151)</p> <p><input type="checkbox"/> INC Subset 6 (IN-152 with worksheets)</p> <p><input type="checkbox"/> INC Subset 7 (IN-152A with worksheets)</p> <p><input type="checkbox"/> CO/BI Subset 1 (BA-403)</p> <p><input type="checkbox"/> CO/BI Subset 2 (CO-414)</p> <p><input type="checkbox"/> CO/BI Subset 3 (WH-435)</p> <p><input type="checkbox"/> CO/BI Subset 4 (BI-470)</p> <p><input type="checkbox"/> CO/BI Subset 5 (BI-476, BA-406, BA-404)^{2, 3}</p> <p><input type="checkbox"/> CO/BI Subset 6 (BI-471, BI-472, BI-473, K-1VT, BA-402, BA-404, BA-406)^{2, 3}</p> <p><input type="checkbox"/> CO/BI Subset 7 (CO-411, BA-402, BA-404, BA-405, BA-410; unitary specific: CO-419, CO-420, CO-421) ^{2, 4}</p> <p><input type="checkbox"/> CO/BI Subset 8 (CO-422)</p> <p><input type="checkbox"/> FIT Subset 1 FIT-161, FIT-162, FIT-166, FIT-167, K1VTF, FIT-160</p> <p><input type="checkbox"/> FIT Subset 2 FIT-165</p> <p><input type="checkbox"/> FIT Subset 3 FIT-168</p>	<p>Due Date Nov. 15, 2016</p> <p><input type="checkbox"/> BR-400⁵</p> <p><input type="checkbox"/> MRT-441⁵</p> <p><input type="checkbox"/> REF-620⁵</p> <p><input type="checkbox"/> SUT-451⁵</p> <p><input type="checkbox"/> WHT-430⁵</p> <p><input type="checkbox"/> WHT-434⁵</p> <p><input type="checkbox"/> WHT-436⁵</p> <p><u>NON-SCANNED FORMS</u></p> <p>Due Date Jan. 1, 2017</p> <p><input type="checkbox"/> E2A</p> <p><input type="checkbox"/> HS-122W</p>

¹ Form HI-144 must be submitted with each subset (INC Subsets 3 & 4)

² Forms BA-402 and BA-404 must be submitted with each subset (CO/BI Subsets 5, 6 & 7)

³ Form BA-406 must be submitted with each subset (CO/BI Subsets 5 & 6)

⁴ CO-419, CO-420, CO-421 only need to be submitted if Unitary filings are supported.

⁵Contact Ann Lane for "Business Specifications" for data formatting and placement of these forms.