District of Columbia Office of Tax and Revenue (OTR) Registration Form and Software Standards for Tax Year 2015

The following agreement must be completed and signed by an authorized representative of each software company before that company's software products will be certified by DC to allow your company and software to transmit DC tax returns electronically. You must also meet the standards that are listed below the form. **A separate agreement must be provided for each product.**

Name of Company

Product Name/ID

_____

Address

Website Address - URL

_____

City

State   ZIP Code

_____

Primary Contact Name

Daytime Phone

_____

Email Address

Fax

_____

FEIN   ETIN (PROD)   EFIN (PROD)   Software Identification Number (SoftwareId in ReturnHeader)

_____

Vendor ID (Issued by the NACTP)

_____

Type of Software Product   (Check all that apply.)

- ☐ Consumer Product (Web-Based)
- ☐ Consumer Product (Desktop)
- ☐ Paid Preparer Product (Web-Based)
- ☐ Paid Preparer Product (Desktop)
- ☐ Free File Alliance

Tax Types your products support   (Check all that apply)

- ☐ Individual Income Tax (D-40/D-40EZ)
- ☐ Fiduciary Income Tax (D-41)

DC tax forms and schedules your software does **NOT** support.

- ☐ D-40   ☐ D-40EZ   ☐ Schedule S   ☐ Schedule H   ☐ Schedule U   ☐ Schedule I   ☐ Schedule N
- ☐ FR-127 (Extension of Time to File a DC Income Tax Return)   ☐ D-40ES (Estimated Payment for Individual Income Tax)
- ☐ D41   ☐ FR-127F (Extension of Time to file a Fiduciary Income Tax Return)   ☐ D-41ES (Estimated Payment for Fiduciary Income Tax)

Check all your software does **NOT** support.

- ☐ Part-year Resident   ☐ Deceased Taxpayer   ☐ Amended Return   ☐ EITC   ☐ LIC
- ☐ Residential Form (Alternative Fuel Vehicle Conversion and Infrastructure Credits)
- ☐ Binary Attachments   ☐ Direct Debit Payments   ☐ Prior Years
- ☐ Others - please specify: _____

Will you implement out-of-band verification? ☐ yes ☐ no If no, explain your attempts for client verification.

_____

Do you meet nationally recognized standards for implementing identity authentication? ☐ yes ☐ no If no, describe your proposed process for agency review.

_____

Describe how your organization distributes software changes and updates to your customers.
For instance, do you send out automatic daily updates? How do you notify customers of these changes and updates?

_____

All software vendors that create DC tax returns must complete and sign this form. The department must receive a signed copy of this form by

Oct. 30, 2015.   You cannot transmit any electronic tax returns to us before DC goes live. Before signing, read the instructions on the back of this

form.

Signature of Authorized Representative   Date

_____
Print Name   Title

_____

District of Columbia Registration Form and Software Standards for Tax Year 2015

When you submit your registration form to us, you're agreeing to meet our tax preparation software standards. By recognizing those standards, you agree to these requirements:

1. Certification

   • Get approval as a federal software vendor before transmitting to DC OTR.

   • When transmitting test submissions, notify us by sending an email to **efile@dc.gov** with DC submission IDs.

   • Submit software test results to us after you correct errors. Also submit corresponding corrected PDFs.

   • Provide screenshots of your product(s) to be released to the public or a copy of the software for DC testing.

   • Authorize the department to feature your company in materials identifying you as an approved software provider.

   • You agree to withhold advertising DC's acceptance of software, and will not accept DC returns, until DC certification is complete. By signing this document the software vendor/partner promises DC that they will have completed their self-assessment prior to processing any DC returns.

   • Cut off for ATS is January 15, 2016.

2. Vendor Responsibilities

   • Submit test transmissions and corresponding PDFs based on approved test cases to us for approval before you start releasing your software.

   • Provide DC-approved printer-friendly forms to your customers.

   • Let us know immediately in writing when errors in your software affect DC taxpayers.

   • Immediately correct those errors, and tell us what you've done. Notify us and your DC customers as soon as you've solved the problems.

   • Provide timely software updates and technical support to us and your DC customers.

   • Send us copies of all general communications sent to your DC software customers.

   • Submit taxpayer transmissions on time. Don't hold on to them without notifying your DC customers and us.

   • Hold meetings with us as necessary to address issues, answer questions, and maintain open communication.

   • Change your software to reflect any changes that affect the accuracy of DC tax returns or the ability of DC taxpayers to submit them.

   • Must support one or more schedules if filing a D-40.

   • Your software must meet or exceed nationally recognized standards for implementing identity authentication.

   • Your software must visibly display the following message to an individual using your software product:

   "In addition, by using a computer system and software to prepare and transmit my return electronically, I consent to the disclosure to the District of Columbia of all information pertaining to my use of the system and software and to the transmission of my tax return electronically."

   • Agree to retain customer data such as payment date (bank account information), addresses, account information, and IP address that DC could use to verify fraudulent returns. The software partner will retain this data for one year.

3. Detection and Disclosure of Suspicious Activity

   In this section, "tax services provider" is defined as a:

   Electronic Return Originator (ERO): An ERO originates the electronic submission of a tax return through IRS or state *e-file* after the taxpayer authorizes the electronic filing of the return.

Online Filing Provider: An Online Filing Provider allows taxpayers to self-prepare returns by entering return data directly into commercially available software downloaded from an Internet site and prepared off-line, or through an online Internet site, or loaded from physical media onto a desktop computer or mobile device.

Software Developer: An Authorized IRS or state e-file Provider that develops software for the purposes of (a) formatting the electronic portions of returns according to Publication 4164 or state specifications and/or (b) transmitting the electronic portion of returns directly to the IRS or the state. A Software Developer may also sell its software.

Transmitter: An Authorized IRS or state e-file Provider that transmits the electronic portion of a return directly to the IRS or the state. An entity that provides a "bump up" service is also a Transmitter. A bump up service provider increases the transmission rate or line speed of formatted or reformatted information that it is sending to the IRS or the state via a public switched telephone network.

A tax services provider may serve its customers in more than one of these roles.

A tax services provider may use any tax return information provided by a taxpayer, whether in and for the current year or for prior years, for the purpose of identifying a suspicious or potentially fraudulent return from or related to that taxpayer. For these purposes, tax return information means any and all documents or materials provided by the taxpayer or required by the taxing authority that the tax services provider uses in the course of the return preparation and submission.

Tax services providers shall produce analytic compilations of federal and state tax return and submission information that directly relate to the internal management or support of the tax services provider's business, which shall include aggregated data compilations to identify potentially fraudulent behaviors or patterns. The analytic compilation shall employ any tax return information provided by the taxpayer.

Tax services providers shall disclose the compilations of tax information, as allowed by law, to the District of Columbia through IRS secure data transmission on at least a weekly basis and identify by use of federal and state submission IDs any return the preparer believes is potentially fraudulent.

In addition, if a tax services provider has a bona fide belief that a particular individual's activity, discovered by data mining a statistical compilation, violated criminal law, the tax services provider shall disclose that individual's tax return information, as allowed by law, to the District of Columbia.

Failure to meet these requirements will result in your organization being removed as an approved software vendor and all electronic or paper returns submitted using your products will be denied by the DC Office of Tax and Revenue.

To Send Electronically:
• Print the document and have an authorized representative sign it.
• Scan the document and email it to OTR at **efile@dc.gov.**

To Fax:
• Attach a cover sheet addressed to Miki Bridges.
• Send it to 202-442-6330.