

# District of Columbia Office of Tax and Revenue (OTR)

## Registration Form and Software Standards for Tax Year 2014

You must fill out this form and answer the questions before DC can approve or allow your company and software to transmit DC tax returns electronically. You must also meet the standards we've listed below the form.

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 <i>(NACTP Member ID)</i>

Type of Software Product (Check all that apply.) <ul style="list-style-type: none"> <li><input type="checkbox"/> Consumer Product (Web-Based)</li> <li><input type="checkbox"/> Consumer Product (Desktop)</li> <li><input type="checkbox"/> Paid Preparer Product (Web-Based)</li> <li><input type="checkbox"/> Paid Preparer Product (Desktop)</li> <li><input type="checkbox"/> Free File Alliance</li> </ul>	Tax Types your products support (Check all that apply) <ul style="list-style-type: none"> <li><input type="checkbox"/> Individual Income</li> <li><input type="checkbox"/> Corporate Franchise</li> <li><input type="checkbox"/> Estate &amp; Trust</li> <li><input type="checkbox"/> Personal Property</li> <li><input type="checkbox"/> Motor Fuel</li> </ul>
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DC tax forms and schedules your software does **NOT** support.

D-40   
  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 of Individual Income Tax)

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

<input type="checkbox"/> Part-year Resident	<input type="checkbox"/> Deceased Taxpayer	<input type="checkbox"/> Amended Return	<input type="checkbox"/> EITC	<input type="checkbox"/> LIC
<input type="checkbox"/> Form D2210 (Estimated Tax Underpayment)	<input type="checkbox"/> FR-147 (Refund Claim for Deceased Taxpayer)			
<input type="checkbox"/> Form D2440 (Disability Income Exclusion)	<input type="checkbox"/> Form D2441 (Child and Dependent Care Credit for Part-Year Residents)			
<input type="checkbox"/> Binary Attachments	<input type="checkbox"/> Direct Debit Payments	<input type="checkbox"/> Prior Years - specify tax years you do NOT support: _____		
<input type="checkbox"/> Any DC Filing Status: _____				
<input type="checkbox"/> Others - please specify: _____				

Describe how your organization distributes software changes and updates to your customers. For instance, do you send out automatic daily updates via modem and Internet? 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, 2014. 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 2014**

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:

- Submit test transmissions and corresponding PDFs based on approved test cases to us for approval before you start releasing your software.
- When transmitting test submissions, notify us by sending an email to **efile@dc.gov** with DC submission IDs.
- Get approval as a federal software vendor before dealing with OTR.
- Submit software test results to us after you correct errors. Also submit corresponding corrected PDFs.
- Provide approved printer-friendly forms to your customers.
- Make sure confidential taxpayer information is secure.
- 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.
- Authorize the department to feature your company in materials identifying you as an approved software provider.
- 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.

**Failure to meet these requirements may 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.