

LETTER OF INTENT

To reproduce 2011 New Mexico Income Tax Forms and Intent to Abide by the Specifications and Approval Procedures for Reproduction of New Mexico Income Tax Forms

This document is created and required for software vendors, developers, and others who develop substitute copies of New Mexico Taxation and Revenue Department (TRD) state tax forms. A separate letter of intent should be completed for each software product and returned to the Department by October 21, 2011, but no later than the first submission of income tax forms to be approved.

Name of Software Developer: _____ Vendor Code: _____

Name of Product: _____ Product Code: _____ (2 digits)

The software developer named, hereby states its intent to reproduce 2011 New Mexico income tax forms and to abide by the specifications and approval procedures published by the New Mexico Taxation and Revenue Department for the development and reproduction of 2011 substitute income tax forms.

The software developer intends to submit for approval the following substitute 2011 New Mexico income tax forms (check all that apply).

- | <u>PIT</u> | <u>CIT</u> | <u>PTE</u> | <u>S-Corp</u> | <u>FID</u> |
|--|------------------------------------|----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> PIT-1 | <input type="checkbox"/> CIT-1 | <input type="checkbox"/> PTE | <input type="checkbox"/> S-Corp | <input type="checkbox"/> FID-1 |
| <input type="checkbox"/> PIT-ADJ | <input type="checkbox"/> CIT-A | <input type="checkbox"/> PTE-A/B | <input type="checkbox"/> S-Corp-1/A | <input type="checkbox"/> FID-B Schedule 1 |
| <input type="checkbox"/> PIT-B | <input type="checkbox"/> CIT-B/C/D | <input type="checkbox"/> PTE-PV | <input type="checkbox"/> S-Corp-B/C | <input type="checkbox"/> FID-B Schedule 2 |
| <input type="checkbox"/> PIT-CR | <input type="checkbox"/> CIT-CR | | <input type="checkbox"/> S-Corp-CR | <input type="checkbox"/> FID-CR |
| <input type="checkbox"/> PIT-D | <input type="checkbox"/> CIT-PV | | <input type="checkbox"/> S-Corp-PV | <input type="checkbox"/> FID-PV |
| <input type="checkbox"/> PIT-RC | <input type="checkbox"/> CIT-ES | | <input type="checkbox"/> S-Corp-ES | <input type="checkbox"/> FID-ES |
| <input type="checkbox"/> PIT-S | <input type="checkbox"/> CIT-EXT | | <input type="checkbox"/> S-Corp-EXT | <input type="checkbox"/> FID-EXT |
| <input type="checkbox"/> PIT-PV | | | | |
| <input type="checkbox"/> PIT-ES | | | | |
| <input type="checkbox"/> PIT-EXT | | | | |
| <input type="checkbox"/> PIT-X | | | | |
| <input type="checkbox"/> PIT-Z | | | | |
| <input type="checkbox"/> I intend to support the 2D bar code for the 2011 Form PIT-1 | | | | |

NOTE: If you do not see the form that you wish to reproduce on this form, you do not need a letter of intent to reproduce the form.

Provide a description of the product developed (check all that apply):

- A forms library product.
- On-line software that offers e-filing or paper filing of New Mexico Taxation and Revenue Department income tax returns through the web.

- Over-the-counter software that offers e-filing or paper filing of New Mexico Taxation and Revenue Department income tax returns.
- Other _____.

I have read the specifications and approval procedures and I understand that:

- All submissions must be a complete package. A complete package means that all forms and schedules supported by the software product are included in the package. Forms and schedules should not be submitted separately for approval, and will be rejected if not complete. You may, however, submit separate packages for each tax program.
- Unapproved forms made available in software packages must include a visual indicator with appropriate text prominently displayed on the forms alerting the end user that the form **cannot be filed** and will be rejected by the State of New Mexico.
- Once approved, substitute tax forms cannot be altered without the authorization of TRD. Customers must be notified that changing the tax form's font, paper size, paper orientation or otherwise altering the design of the form in any way can result in tax errors, processing delays, and could result in the rejection of the form.
- Customers must be provided with proper instructions for printing the approved forms (to include instructions for the PV, ES, and EXT payment vouchers). Customers also must be notified that failure to follow the printing instructions can result in tax errors, processing delays, and inability to successfully process the tax form and information entered on the form.
- When an error relating to form design, written instruction, 2D bar code or other scannable feature of the form is discovered, the software developer will promptly research the cause, correct the error if applicable, and issue a release of a revised product. TRD and customers will be notified of the required revision to the software product generating the form.

I have read, understand and promise to abide by the guidelines established by the New Mexico Taxation and Revenue Department's *Specifications and Approval Procedures for the Reproduction of New Mexico State Tax Forms*. Furthermore, I understand that willful noncompliance with TRD's requirements could result in the rescinding of a software developer's forms approval.

By:

Signature

Address

Print Name

City/State/ZIP

Title

E-mail Address

Date