2014

West Virginia Agreement to Comply (Letter of Intent)

Effective July 1, 2014 to June 30, 2015.

Computerized tax processors, tax software developers, commercial printers and others who develop tax forms in a scannable format or as substitute copies of West Virginia State Tax Department forms, must complete and sign this form before the Department will approve such forms. **This form is effective from July 1, 2014 to June 30, 2015**.

Completed form (including all pages) can be submitted by mail to:

West Virginia State Tax Department
Forms Approval
1001 Lee Street East
Charleston, WV 25301

By E-mail to:
jason.p.smith@wv.gov

Or by Fax to:
304-558-0432 (attn. Jason P. Smith)

I am a representative of _____ and am
(company's name)
authorized to agree to and answer the following on behalf of the above named company.

Our company will:

- ☐ Develop scannable/substitute tax form(s) or voucher(s) using our tax software.
  - ▶ Forms that DO NOT have a barcode ARE NOT required to be submitted for approval.
- ☐ Develop tax software programs to be used with scannable and/or non-scannable tax forms.
- ☐ Develop scannable and/or non-scannable tax forms which will be licensed, sold, or distributed to other companies for use in their software programs.

Our company agrees to comply with West Virginia State Tax Department's Requirements For The Approval of Substitute Tax Forms.
Specifically, our company agrees to:

- Refrain from selling, releasing, licensing or distributing tax packages to customers or clients prior to receiving approval for each form.
- Use the barcode provided by the Department.
- Submit the correct number of copies of tax forms by the assigned deadlines to the Department for its review and approval.
- Promptly correct any errors and provide the Department with proof that our company corrected the errors.
- Notify the Department of any changes to approved forms or critical software problems identified after releasing approved products to customers.
- If draft forms are released in packages, they will contain a "DRAFT FORM: DO NOT FILE" banner to enable the Department to easily identify and reject these forms.

Our company also authorizes the West Virginia State Tax Department to include the name or our company in various public material designed to inform tax practitioners and the public about vendors who have agreed, complied or failed to comply with the West Virginia State Tax Department's policies, procedures, guidelines and specifications.

☐ Do not include my company name on the list of approved vendors.

Authorized Representative's name (print) _____ Date: _____

Authorized Representative's signature: _____

Primary Contact: _____ Phone: _____

E-mail: _____ FAX: _____

Secondary Contact: _____ Phone: _____

E-mail: _____ FAX: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Web site address: _____

Is your company a member of NACTP? ○ Yes ○ No

Name(s) of tax software product(s) our company produces and/or distributes that will include West Virginia State Tax Department tax forms:	Four digit NACTP Vendor ID Number (if applicable):