

2017 Letter of Intent to Participate in New York City's Business Tax E-File Program

All software developers that anticipate producing New York City tax preparation software must complete this form to participate in our Business Tax E-File (BTeFile) Program.

Please submit your completed form to BTeFile@finance.nyc.gov.

PART 1: GENERAL INFORMATION			
Company Name:			
Doing Business As (DBA) – if other than Company Name:			
Mailing Address:	City	State	Zip Code
PART 2: AGREEMENT			
Software companies submitting this application agree to:			
<ol style="list-style-type: none"> 1. Comply with all publications and requirements of the City and State of New York and require compliance by its employees. 2. Thoroughly test using New York City provided test cases, both distributed and on-line versions of company software. 3. NOT release draft tax forms to the public (includes release of draft forms on a company Web site). 4. Fully cooperate with New York City, after notification, to promptly correct software program errors after completing e-file and forms testing and to substantiate to New York City that the errors were corrected, software was updated and customers were notified. 5. Accept New York City's decision as to whether a developer may continue to use the software program during the filing season. 6. Notify New York City of any critical software problems identified by the developer after releasing products to customers. 7. Notify customers or clients of e-file mandates, if applicable. 8. Communicate with New York City all software limitations – and receive approval of those limitations – before testing. 			
Software companies should be aware that violation of these terms could result in being prevented from participating in the approval of tax forms and/or rejection of New York City tax returns generated by their software and filed by their customers.			
As the representative of the above names organization, I agree, on behalf of the organization, to comply with all requirements listed above. New York City reserves the right to revoke approval acceptance of any company and thereby refuse to accept any additional returns from such company that does not adhere to above stated requirements.			
As an approved New York City provider, I agree to provide true, accurate and complete information about my company. I understand that if I provide information that is untrue, inaccurate, obsolete or incomplete, New York City has the right to deny, suspend or terminate my account.			
Authorized Representative Printed Name:		Email Address:	
Telephone Number:		Date	
PART 3: SUPPORTED FORMS BY TAX TYPE			
Complete this section if you are supporting General Corporation or Business Corporation Tax forms			
Product Name:		Software ID:	
Test ETIN:		Production ETIN:	
Primary Contact Name:		Email Address:	Telephone:

Secondary Contact Name:	Email Address:	Telephone:

Check all forms you will be supporting for 2017.

- NYC-3L NYC-4S NYC-4SEZ NYC-EXT NYC-EXT.1
 NYC-3A NYC-400 NYC-400B
 NYC-2 NYC-2A NYC-2S
 NYC-300

Complete this section if you are supporting Unincorporated Business Tax for Individuals or for Estates and Trusts:

Product Name:	Software ID:	
Test ETIN:	Production ETIN:	
Primary Contact Name:	Email Address:	Telephone:
Secondary Contact Name:	Email Address:	Telephone:

Check all forms you will be supporting for 2017.

- NYC-202 NYC-202S NYC-202EIN NYC-5UBTI

Complete this section if you are supporting Unincorporated Business Tax for Partnerships:

Product Name:	Software ID:	
Test ETIN:	Production ETIN:	
Primary Contact Name:	Email Address:	Telephone:
Secondary Contact Name:	Email Address:	Telephone:

Check all forms you will be supporting for 2017.

- NYC-204 NYC-204EZ NYC-5UB

Complete this section if you are supporting Form NYC-1127:

Product Name:	Software ID:	
Test ETIN:	Production ETIN:	
Primary Contact Name:	Email Address:	Telephone:
Secondary Contact Name:	Email Address:	Telephone:

- NYC-1127