



MISSOURI DEPARTMENT OF REVENUE
 PERSONNEL SERVICES BUREAU
LETTER OF INTENT FOR SUBSTITUTE TAX FORMS
 (Personal, Corporate, S Corporate, Sales, Fiduciary, etc.)

FORM
4349
 (REV. 09-2011)

COMPANY/INDIVIDUAL'S NAME		IDENTIFICATION CODE (ALPHA CHAR.)	
COMPANY REPRESENTATIVE / MANAGER		TELEPHONE NUMBER	VENDOR ID CODE (3-DIGIT NUMBER)
FAX NUMBER		E-MAIL ADDRESS	
PRODUCT NAME	ARE YOU A SECONDARY SOFTWARE COMPANY FOR SUBSTITUTE FORMS? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHAT COMPANY IS SUPPLYING THE FORMS TO YOU? (PRIMARY SOFTWARE COMPANY)	
STREET ADDRESS			
CITY		STATE	ZIP CODE
TECHNICAL SUPPORT TELEPHONE NUMBER		CUSTOMER SERVICE TELEPHONE NUMBER	

The Department of Revenue (Department) prescribes the format of income tax returns, schedules, statements, and declarations as provided in [Section 143.971, RSMo](#). The Department has established guidelines for substitute and reproduced income tax forms for developers of computer software, computer tax processors, computer programmers, commercial printers, business forms companies and others who plan to market and/or distribute substitute income tax forms in any manner. These guidelines are at <http://dor.mo.gov/vendors/>.

Applicant's Certification:

I hereby certify that I am a duly-appointed representative of the company listed above and that we will comply with the policies, procedures, and guidelines published by the Missouri Department of Revenue concerning the development and reproduction of substitute tax forms that are produced in any way by products sold or offered by this company.

I agree that this company will:

1. Develop substitute tax forms or products that produce tax forms in accordance with the [Guidelines](#) issued by the Department;
2. Submit substitute tax forms to the Department for review and written approval before releasing any substitute tax forms or any products that produce such forms to customers or clients;
3. Promptly correct errors in the company's products and substitute tax forms and provide the Department with proofs (as described in the Department's [Guidelines](#)) showing that the company has corrected the errors and notified customers or clients of the corrections;
4. Identify all substitute tax forms by the company identification code shown above; and
5. Submit all forms for approval by February 15th to:

E-mail: piccforms@dor.mo.gov or **Mail:** Missouri Department of Revenue
 301 West High Street - Room 225
 Attention: Michelle/Kris
 Jefferson City, MO 65105

Failure to follow the guidelines may result in completed income tax forms being rejected by the Department.

SIGNATURE	TITLE	DATE
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