



MISSOURI DEPARTMENT OF REVENUE
**LETTER OF INTENT FOR SUBSTITUTE AND
 REPRODUCED TAX FORMS**
 (personal, corporate, S corporate, sales, fiduciary, etc.)

FORM 4349 (REV. 9-2005)	
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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 (DOR) prescribes the format of income tax returns, schedules, statements and declarations per Section 143.971, RSMo. In exercising this authority, the DOR has established guidelines for substitute and reproduced income tax forms. These guidelines are 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.

As a duly-appointed representative:

I hereby state my intent to abide by the polices, 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 Missouri Department of Revenue.
2. Submit substitute tax forms to the Missouri Department of Revenue 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 Missouri Department of Revenue 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.
5. Deadline for submitting forms for approval is February 15. All forms should be submitted for approval prior to this date.

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

SIGNATURE	TITLE	DATE
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