



Agreement to Comply with FTB Pub. 1098 Annual Requirements and Specifications

You must complete this form if you are any of the following:

- Computerized tax processor
- Tax software developer
- Commercial printer
- Other tax form developer

Email your completed form to **substituteforms@ftb.ca.gov** or mail it to:

SUBSTITUTE FORMS MS F284
FRANCHISE TAX BOARD
PO BOX 1468
SACRAMENTO CA 95812-1468

I represent *(name of company)*:

and I am authorized to agree to and answer the following on behalf of the above named company.

Our company will (check all applicable boxes):

- Develop scannable tax forms or vouchers using our tax software programs.
- | | | | |
|--------------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Form 100-ES | <input type="checkbox"/> Form 541-ES | <input type="checkbox"/> FTB 3537 | <input type="checkbox"/> FTB 3582 |
| <input type="checkbox"/> Form 540 | <input type="checkbox"/> FTB 3519 | <input type="checkbox"/> FTB 3538 | <input type="checkbox"/> FTB 3586 |
| <input type="checkbox"/> Form 540-ES | <input type="checkbox"/> FTB 3522 | <input type="checkbox"/> FTB 3539 | <input type="checkbox"/> FTB 3587 |
| <input type="checkbox"/> Form 540-V | <input type="checkbox"/> FTB 3536 | <input type="checkbox"/> FTB 3563 | <input type="checkbox"/> FTB 3588 |
- Develop tax software programs to be used with scannable tax forms developed by *(provide company name)*

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- Develop scannable tax forms or vouchers for other companies to use with their tax software programs.
- | | | | |
|--------------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Form 100-ES | <input type="checkbox"/> Form 541-ES | <input type="checkbox"/> FTB 3537 | <input type="checkbox"/> FTB 3582 |
| <input type="checkbox"/> Form 540 | <input type="checkbox"/> FTB 3519 | <input type="checkbox"/> FTB 3538 | <input type="checkbox"/> FTB 3586 |
| <input type="checkbox"/> Form 540-ES | <input type="checkbox"/> FTB 3522 | <input type="checkbox"/> FTB 3539 | <input type="checkbox"/> FTB 3587 |
| <input type="checkbox"/> Form 540-V | <input type="checkbox"/> FTB 3536 | <input type="checkbox"/> FTB 3563 | <input type="checkbox"/> FTB 3588 |

- Develop substitute forms using our tax software programs.
- Develop paperless Schedules K-1 (565 or 568) to be submitted on CD or diskette.
- Reproduce official forms provided by the Franchise Tax Board.
- Develop substitute forms for other companies to use with their tax software programs.
- Develop tax software programs to be used with 2D barcodes for substitute forms developed by *(provide company name)*

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- Develop 2D barcodes for substitute forms using our tax software programs.
- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> 540 | <input type="checkbox"/> 540 2EZ | <input type="checkbox"/> 5805 | |
| <input type="checkbox"/> Schedule CA (540) | <input type="checkbox"/> Schedule P (540) | <input type="checkbox"/> Schedule D (540) | <input type="checkbox"/> Schedule W-2 |
- Develop 2D barcodes for substitute forms for other companies to use with their tax software programs.
- | | | | |
|--|---|---|---------------------------------------|
| <input type="checkbox"/> 540 | <input type="checkbox"/> 540 2EZ | <input type="checkbox"/> 5805 | |
| <input type="checkbox"/> Schedule CA (540) | <input type="checkbox"/> Schedule P (540) | <input type="checkbox"/> Schedule D (540) | <input type="checkbox"/> Schedule W-2 |

Our company agrees to comply with FTB Pub. 1098, *Annual Requirements and Specifications for the Development and Use of Scannable, Scannable, and Reproduced Tax Forms*. Go to **ftb.ca.gov** and search for **1098**.

Specifically, our company agrees to:

1. Refrain from requesting approval of scannable/substitute tax forms based on preliminary draft versions of our forms, or using preliminary versions of our forms to prepare tax returns for filing with the Franchise Tax Board, or distributing preliminary versions of our forms to the public.
2. Submit to the Franchise Tax Board for its review and approval, prior to their release to customers or clients, any scannable/electronically processed substitute tax forms or any products that produce these forms and, in case of paperless Schedules K-1 (565 or 568), use Franchise Tax Board provided Schedules K-1 (565 or 568) TestWare or submit Schedules K-1 (565 or 568) test files before sending production files.
3. When notified by the Franchise Tax Board, promptly correct errors in our company's scannable/substitute tax forms and substantiate to the Franchise Tax Board that our company has corrected the errors and notified customers or clients of the corrections. Continue to educate customers to prevent problem tax returns from being generated.
4. Notify customers or clients of the computer hardware requirements, including printers, printer fonts, font cartridges, etc., necessary to produce our company's scannable/substitute tax forms approved by the Franchise Tax Board.
5. Identify to the Franchise Tax Board all scannable/substitute tax forms and tax software programs that use our company's three-digit identification code.
6. Notify Franchise Tax Board of any critical software problems identified after we release products to customers.
7. Abide by the provisions of Senate Bill 1724 signed into law on September 30, 2000, (amending Sections 17530.5, 22251, and 22253 of the Business and Professions Code and adding Sections 1799.1a to the Civil Code and 18621.7 to the Revenue and Taxation Code). This law requires the Franchise Tax Board to approve only those commercially developed tax preparation forms and software that comply with the privacy and confidentiality provisions described in these codes.

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

Authorized Representative's Name		Computerized Tax Processor Identification (CTP ID)*	
Signature by			Date
Title			
Mailing Address			
City, State, ZIP Code			
Forms Contact Name		Telephone Number () – ext.	
Forms Contact Email Address		FAX Number () –	
Additional Contact Name		Telephone Number () – ext.	
Additional Contact Email Address		Telephone Number for Public Distribution () – ext.	

* Refer to the assigned three-digit number given in a prior acknowledgement letter, if applicable.