

DELAWARE DIVISION OF REVENUE



2015 DELAWARE FIDUCIARY MEF E-FILE HANDBOOK

for Software Developers, Transmitters and EROs who file:

DELAWARE FIDUCIARY INCOME

TAX RETURNS

VIA THE FEDERAL/STATE MEF SYSTEM

JUNE 2016

**STATE OF DELAWARE
DIVISION OF REVENUE
820 N. FRENCH STREET
WILMINGTON, DE 19801**

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SECTION 1

Instructions for Electronic Filing

Introduction

Delaware participates in the IRS Federal/State 1041 program. This allows the filing of both federal and state fiduciary income tax returns using an XML format. The transmission method will be a Web service using Simple Object Access Protocol (SOAP), with attachments messaging.

Delaware will begin acceptance testing for fiduciary income tax returns and extensions in July 2016. Delaware plans to begin accepting production fiduciary income tax, corresponding forms and schedules and declaration payments beginning September 2016 for tax year 2015 by method of the Modernized e-File System (MeF). For this year, Delaware will only accept tax year 2015 fiduciary income tax returns.

Authorized Electronic Return Originators (EROs) can submit returns to the IRS MeF system for federal and state return processing. Both Fed/State returns and State Only returns can be submitted through the Fed/State system. Each return (Fed/State or State Only) must be in a separate submission. Multiple submissions may be contained in a single message payload. Software developers must test with Delaware and receive approval prior to submitting live Fed/State or State Only returns.

Important Form Information

Form 400

- A copy of federal return is **not** required to be attached to the state return.

HELP DESK

EROs, transmitters and software developers who need assistance can contact the Delaware e-File Help Desk at any time by e-mail at james.stewart@state.de.us or by fax at 302-577-8206. Telephone assistance is available Monday through Friday, between 8:00 a.m. and 4:00 p.m. E.T. by contacting James Stewart at 302-577-8170.

The Delaware Division of Revenue's web site <http://revenue.delaware.gov/> contains downloadable state forms and other information for Fiduciary Income Tax e-File program participants. Our mailing address is:

Delaware Division of Revenue
Carvel State Office Building
820 N. French Street
Wilmington, Delaware 19801

Software Acceptance and Participation

Software developers must test with and receive acceptance from Delaware before submitting live production returns. To receive final approval, the software developer must transmit all of the test returns, on one single transmission, without any error. All Delaware returns will be accepted. A software developer who successfully completes the state testing process will receive a written verification upon completion of testing.

Software developers must provide the following information to the Delaware e-File Help Desk prior to submitting test transmissions:

- EFINs/ETINs (test and production) as assigned by IRS
- Contact person(s) name, telephone number, e-mail address
- Software Company name and business address

New for 2016

Because of the difficulty in determining the appropriate vendor contact, we ask that software developers include the vendor's ATS contact information in the PaidPreparerInformationGrp of the State submission packet. Failure to do this may result in an additional delay in obtaining the results of the vendor's submission.

Publications

The following publications are available for your assistance:

- IRS Publication 4164 – Modernized e-File Guide for Software Developers and Transmitters
- 2015 Delaware Fiduciary MeF e-File Handbook
- Delaware 2015 Fiduciary Income Tax e-File Test Package
- Delaware Fiduciary Income tax forms

SECTION 2

The Filing Process What Can Be Transmitted Electronically

The Delaware electronic return will consist of data transmitted as well as supporting PDF and paper documents. In total, an electronic return contains the same information as a comparable return filed entirely on paper.

Following is a list of the XML forms that Delaware accepts electronically. Software developers are not required to support all of the forms that Delaware accepts electronically. Any form with an asterisk(*) is considered optional at the discretion of the software developer. EROs should take this into consideration when purchasing software and should verify with the software company that they will support the forms they desire to transmit electronically.

- Delaware Form 400 – Fiduciary Income Tax Return
- Delaware Form 400-EX – Fiduciary Income Tax Extension

State Submission Manifest

The expected values for the State Submission Manifest are:

Form	Submission Type	Tax Year	Submission Category
Fiduciary Form 400	400	2015	ESTRST
Fiduciary Extension 400-EX	400-EX	2015	ESTRST

Copy of Federal Return Not Required

An XML copy of the actual federal income tax return with schedules as filed with IRS for the corresponding tax period is not required.

Additional Documents To Be Provided

Additional documents that Fiduciary Tax e-File software **must** produce:

- Delaware Payment Voucher for filers with a balance due
- Delaware Computer Generated Declaration Form (DE-8453)

Delaware requires that certifications, supporting and signature documents be transmitted to Delaware electronic filing as a PDF documents. Please use the Reference Document ID attribute to link the attachment to the appropriate location on the return. All PDF attachments must be listed in the binary attachment portion of the return.

What Cannot Be Transmitted Electronically

The following types of returns are excluded from electronic filing:

- Returns for tax years prior to 2015
- Amended or Corrected Returns

Acknowledgement System

Delaware generates an acknowledgement for all returns received. Acknowledgement types are:

Accepted – This acknowledgement indicates the electronic return was received and successfully completed the pre-entry validation process. No further action is required regarding the transmission. If additional information is needed to process the return, the taxpayer will be notified by mail.

Rejected – This acknowledgement indicates the electronic return was received but failed to complete the pre-entry validation process. The acknowledgement contains codes and error descriptions indicating the cause of the rejection. The error condition must be corrected and the return can then be re-transmitted as a “State-Only” transmission.

Acknowledgement files received must be retained for one year after transmission.

SECTION 3

Other Situations

General Information

Filing a tax return is the responsibility of the taxpayer, and filing returns electronically requires an agreement between the taxpayer and the ERO.

Refund Returns

Taxpayers can elect to have their overpaid taxes issued in the form of a refund check or direct deposited into any eligible financial institution of their choice.

The Division of Revenue will make every attempt to process a direct deposit, but reserves the right to issue a paper check if the direct deposit cannot be properly completed. Check with your financial institution to make sure your direct deposit will be accepted and to get the correct routing and account numbers. The State of Delaware is not responsible for a lost refund if the wrong information was entered.

Balance Due Returns

Taxpayers who file their return electronically can elect to pay their balance due by three different methods.

- Direct debit (electronic funds withdrawal), for a full or partial payment when filing their return and choose a debit date up to the due date of the return.
- Check or money order accompanied by a payment voucher.

Form Information

Because Delaware uses an OCR based processing system, we ask that if software developers can not reproduce our forms exactly - with the field borders in 25% black - then please omit the field borders completely from all of your Delaware forms.

SECTION 4

Responsibilities of EROs and Transmitter

Confidentiality

The Delaware Division of Revenue expects tax software companies to develop products that help their customers protect taxpayer data. Software companies are encouraged to heed IRS Publication 4557, *Safeguarding Taxpayer Data: A Guide for Your Business*.

The Delaware Division of Revenue encourages tax software companies to develop products that implement the IRS's six e-file security and privacy standards to better protect taxpayer information collected, processed and stored by Authorized IRS e-File providers. More information on these standards is available at <https://www.irs.gov/uac/IRS-e-file-Security-Privacy-and-Business-Standards-Mandated-as-of-January-1-2010>

Timeliness of Filing

All prescribed due dates for filing of returns apply to MeF returns. If any due date falls on a Saturday, Sunday or a legal holiday, the return must be filed by the next business day.

All authorized Delaware EROs must ensure that returns are promptly processed. An electronically filed return is not considered filed until the electronic portion of the tax return has been acknowledged by Delaware as accepted for processing. If the electronic portion of a return is transmitted on or shortly before the due date and is ultimately rejected, but the ERO and the taxpayer comply with the requirements for timely resubmission of a correct return, the return will be considered timely filed.

The receipt of an electronic postmark will provide taxpayers with confidence that they have filed their return timely. The date of the electronic postmark is considered the date of filing when the date of electronic postmark is on or before the prescribed due date and the return is received by Delaware after the prescribed due date for filing. All requirements for filing the required documents, including the first five pages of the federal return, as well as resubmitting a rejected timely filed return must be adhered to for the electronic postmark to be considered the date of filing.

Resubmission of Rejected Tax Returns

Delaware monitors the timeliness of the error correction process when an error acknowledgement is sent. Failure to provide timely correction or erroneous returns can cause a revocation of privileges.

If an electronic acknowledgement has not been received within forty-eight (48) hours of our scheduled retrieval process for any transmitted return/report, the ERO should contact the Delaware helpdesk for further instructions. **It is the responsibility of the ERO to ensure that every return/report filed electronically is acknowledged as accepted.**

SECTION 5

Software Design Information

Developer's Responsibilities

Software developers should:

- Develop tax preparation software in accordance with statutory requirements and Delaware return preparation instructions.
- Provide accurate Delaware income tax returns in correct electronic format for transmission.
- Develop software capable of producing a printed copy of the complete electronic filing which includes a **“Do Not Mail”** watermark on the forms printed, as paper documents are not to be sent to Delaware, when filing electronically unless the taxpayer is specifically requested to do so.
- Provide data validation, verification, and error detection to prevent transmissions of incomplete, inaccurate or invalid return information.
- Prevent electronic filing of any form not approved for electronic filing by Delaware.

Software Acceptance, Testing and Approval

Software developers are required to test with Delaware for accuracy and to ensure that their software adheres to Delaware business rules and to ensure successful transmission and receipt of acknowledgements. EROs must use tax preparation software that has been approved for use by Delaware.

Software developers will use the Fed/State 1041 schema which has been developed by states in partnership with the IRS, state revenue departments, and software developers, as well as the Delaware schema/spreadsheet.

Developers should follow instructions from the tax forms to calculate the appropriate data elements in the XML schema.

The e-File test package will consist of documentation of special test conditions as well as copies of the state test returns, and will be made available to all software developers who indicate their intention to support Delaware Fiduciary Tax e-File.

Delaware's starting test date is tentatively scheduled to begin July 2016 for tax year 2015 but is subject to IRS system availability and is subject to change. Software developers may submit test returns through 2016, until the IRS MeF test system shuts down; however, the Delaware e-File help desk will not assist with the reject code analysis associated with testing or approve any developer after November 1, 2016 for tax year 2015. After November 1, 2016, all help desk resources will be dedicated to program modification and testing for tax year 2016 programs.

Software developers should contact the MeF Fiduciary Tax Help Desk prior to testing and again after they have successfully tested and retrieved their acknowledgement.

If the software developer is not acting as the ERO, the software developer is responsible for providing acknowledgements to the ERO within two days after receipt of acknowledgement. Failure to do so could lead to suspension from the Delaware Program.

Software errors which cause electronic returns to be reviewed, that surface after testing has been completed, should be quickly corrected to ensure that EROs have the ability to timely and accurately file their electronic returns. Software updates related to software errors should be distributed promptly to users together with any documentation needed.

To receive final approval, the software developer must transmit **ALL** test returns, in one single transmission, without error. At that point, the software developer must send to Delaware, a copy of the acknowledgement forwarded to inform the taxpayer whether the return was accepted or rejected **by the State** and information on the method required for re-transmission of the corrected return. A software developer who successfully completes the state testing process will receive a written confirmation upon completion of testing.

General Information

Delaware will accept the following types of filing:

- Fed/State Original
- State only

Fed/State Original – The Delaware Fiduciary Tax e-File program works best when the Federal and State returns are filed together in one transmission to the IRS (although this is not always possible). Upon receipt, the IRS will validate and verify the Federal return data. The IRS will either accept or reject the Federal return. The State return is made available to Delaware after the Federal return is accepted by the IRS.

State Only – IRS provides the ability for an ERO to transmit and re-transmit a State return through the Fed/State system without simultaneously transmitting an original Federal return. State Only returns are transmitted to the IRS, validated and made available for states to retrieve in the same fashion as with the Fed/State transmission. This provides a method for taxpayers who file multiple state returns to have each participating state's return filed electronically. Each state return must be transmitted separately. The taxpayer's federal return must be completed, transmitted and accepted by IRS before transmitting/re-transmitting a State Only return.

Transmit data elements only if they contain data values. Do not send empty data elements (i.e., zero financial fields, unused elements, etc) unless the data element is required by Delaware's schema

Detailed requirements for decimal placement in ratios and percentages are in the Delaware's state- specific schemas.

Software Developers must furnish electronic funds (direct debit) information for this payment option to taxpayers who electronically file a balance due return. Electronic funds withdrawal can be made from the taxpayer's checking or savings account. The taxpayer can choose the date that they want the amount owed withdrawn from their account up to the due date of the return. Returns electronically filed after the due date of May 2, 2016 using electronic funds withdrawal must use a withdrawal date equal to the

date of return preparation. The electronic funds withdrawal will then occur immediately after the electronic return is accepted. Partial payments can be made using electronic funds withdrawal.

Acceptance in the electronic filing program does not imply an endorsement by the Delaware Division of Revenue. Therefore, any public communication that refers to a user's electronic filing capabilities, whether through publication or broadcast, must clearly indicate acceptance of the use for electronic filing and does not constitute an endorsement or approval of the quality of tax preparation services provided by the Delaware Division of Revenue. No advertisement may state or infer that electronic filing changes in any way the filing, payment, or legal obligations of the taxpayer.

Delaware will monitor the quality of the transmissions. Accepted returns will be monitored along with rejects, errors and other defects. If quality deteriorates, the electronic filer will receive a warning, or in extreme cases, a letter suspending the electronic filer from filing electronic fiduciary tax returns. When suspended, the retrieval process will be inactivated halting further processing of Fiduciary tax electronic returns.

Electronic filers and EROs are expected to place the Taxpayer first in providing return/report preparation and transmission services. Regardless of changes in business address, company names, telephone numbers, organization, or personnel, the Taxpayer must always have convenient access to their return/report. This includes, but is not limited to, access to current status of the return and access to organization representatives to resolve any questions or concerns.

Suspension

Software Developers, Transmitters and EROs must maintain a high degree of integrity, compliance, and accuracy in order to participate in the Delaware Fiduciary Tax e-File program.

All Software Developers and EROs must comply with the requirements and specification contained in the Delaware Fiduciary Tax e-File Handbook. Failure to comply with all requirements and specifications could result in being suspended from the program.

Additionally, Delaware reserves the right to deny participation in our program for the reasons listed below:

- If your company is required to register to conduct business in the state, but company is not registered
- [If your company has any outstanding liabilities with the state
- If your company fails to adhere to the state Fiduciary Tax e-File program requirements and schema
- If your company does not consistently provide error free returns
- If your company uses unethical practices in return preparation

Administrative Review

Any applicant or filer who has been denied or suspended from participation in the Fiduciary Tax Electronic Filing Program may request an administrative review within 30 days from the date of denial or suspension. All requests should be mailed to:

**Patrick T. Carter, Director Delaware
Division of Revenue 820 N. French
Street Wilmington, DE 19801**

Schemas, Specifications and Test Returns

For more information and our XML schemas, look for Modernized e-file on the Software Developer's page of our website, <http://revenue.delaware.gov/>, or go directly to <http://revenue.delaware.gov/services/Developer/MeF.shtml>.



Delaware Division of Revenue
 820 N. French Street • Wilmington, DE 19801 • revenue.delaware.gov
2015 Letter of Intent
 Delaware Electronic Filing Software Partner

Rev.
11/15

An authorized representative of your software company must complete and sign this agreement before the Delaware Division of Revenue will certify your software products to transmit Delaware tax returns for the coming tax year. **You must submit a separate agreement for each product with a unique ETIN.**

Company/Product Information

Company name	Product name		
Address	State	ZIP Code	
Primary contact name	Phone		
Email address	Test ETIN	Production ETIN	
Secondary contact name	Secondary phone number	Secondary email address	

Software Product(s)

Check all that apply:

- Consumer Product (web based) Paid Preparer Product (web based)
- Consumer Product (desktop) Paid Preparer Product (desktop)

Tax Form(s)

Check all the tax forms you will be certifying:

- 1100 – Corporation Franchise or Income Tax Return 300 – Partnership/Limited Liability Company Return
- 1100S – S Corporation Return 200V – Individual Income Tax Return Payment Coupon
- 200-01-02 – Individual Income Tax Return 1100, 1100S – Corporate Payment Coupon
- 400 – Fiduciary Income Tax Return

Software Limitations

Requirements

Certification

You must abide by the following testing timeline:

1. MeF testing begins on the date the IRS starts accepting MeF tests.
2. We will provide test scenarios.
3. You must produce test returns using the information in the scenarios.
4. We will provide the feedback for incorrect terms.

Restrictions

Decertification

We reserve the right to decertify a software partner and refuse any additional returns from that partner. If we decertify your product, within 48 hours you must remove references to your product's ability to service Delaware taxes from all public materials. You must also provide immediate notice to any clients in the process of filing with the Delaware Division of Revenue.

Paper Checks

We reserve the right to send a paper check for any refund request.

Signature

By signing this agreement, you agree to all the requirements and restrictions listed above.

Signature of Authorized Representative

Title

Date

Print Name

➔ Email this agreement to: james.stewart@state.de.us