

## Software Vendor Registration

Commercial transmitters and service providers that write their own software and commercial software companies must register their company with the Iowa Department of Revenue to participate in Iowa's program for Electronic Filing of Wage and Tax Statements (W-2) and/or Information Returns (1099). If this form is incomplete or unsigned, the Department will deny your request to participate.

Software Vendor Name: \_\_\_\_\_

Software Vendor FEIN: \_\_\_\_\_

### Software Vendor Legal Structure:

- Sole Proprietor – An unincorporated business owned by one individual.....
- Partnership - Includes partnerships and joint ventures. ....
- Corporation - Includes S corporations and personal service corporations. ....
- Limited Liability Company (LLC) - A limited liability company (LLC) is a structure allowed by state statute and is formed by filing articles of organization with the state. ....

### Software Vendor Location of Headquarters

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Company website address/URL: \_\_\_\_\_

### Software Vendor's Product or Service:

Name Software Product/Service: \_\_\_\_\_

Commercial software vendor that sells product licenses/subscriptions to its customers:

- The vendor transmits to Iowa for its customers .....
- Customers are service providers that transmit to Iowa .....
- Customers are transmitters that transmit to Iowa.....
- Customers are self-filers that transmit to Iowa .....

Service Provider that writes its own software and transmits to Iowa for its clients .....

### Forms supported:

- |   |  |   |
|---|--|---|
| W-2..... <input type="checkbox"/>       | 1099-G ..... <input type="checkbox"/>    | 1099-NEC ..... <input type="checkbox"/> |
| 1099-B..... <input type="checkbox"/>    | 1099-INT ..... <input type="checkbox"/>  | 1099-OID..... <input type="checkbox"/>  |
| 1099-C ..... <input type="checkbox"/>   | 1099-K..... <input type="checkbox"/>     | 1099-R ..... <input type="checkbox"/>   |
| 1099-DIV ..... <input type="checkbox"/> | 1099-MISC ..... <input type="checkbox"/> | W-2G..... <input type="checkbox"/>      |

### Specifications and Communication

Electronic Filing of W-2 Wage and Tax Statement and 1099 Information Returns - [tax.iowa.gov](http://tax.iowa.gov)

## State Questions, Requirements, Standards, and Recommendations

### Data Breach Reporting

By what means will you provide the Iowa Department of Revenue with your customer's identifying information in the event of a data breach? \_\_\_\_\_

All software providers executing this agreement are subject to state and federal data breach security laws, including but not limited to Iowa Code chapter 715C, and regulations of the Iowa Department of Revenue. Such laws and regulations include but are not limited to provisions regarding who must comply with the law, definitions of "personally identifiable information", what constitutes a breach, requirements for notice, and any exemptions.

### Disclosure of Confidential Information

All software providers executing this agreement are subject to the confidentiality laws in Iowa Code sections 422.20 and 422.72, as well as, the applicable regulations of the Iowa Administrative Code of the Iowa Department of Revenue, including but not limited to provisions regarding who must comply with the law, definitions of "confidential tax information", what constitutes a disclosure, requirements for notice, civil and criminal penalties for unauthorized disclosure, and any exemptions.

### Signature

I, as the representative of the above named organization and on behalf of the organization, acknowledge the following:

I acknowledge that all test files uploaded during the approval process are created in and originate from the actual software.

I acknowledge that all electronic wage and tax statements and information returns generated by this software and received by the Iowa Department of Revenue will be electronically filed from the initially approved product version or a subsequent product update.

I acknowledge that the Iowa Department of Revenue will be notified by the vendor if its product is known to have faults or to have filed erroneous wage and tax statements or information returns to the Iowa Department of Revenue.

I agree to comply with all requirements listed above. Furthermore, by signing this agreement, my organization is agreeing to all of the requirements listed above. The Iowa Department of Revenue reserves the right to revoke approval acceptance of any company and thereby refuse to accept any additional returns from software produced by a company that does not adhere to above stated requirements.

I agree to provide true, accurate, current, and complete information about my company. I understand that if I provide any information that is untrue, inaccurate, obsolete, or incomplete, the Iowa Department of Revenue has the right to deny, suspend, or terminate my participation.

Authorized representative

Print name and title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Email completed and signed IA W-2 1099 e-file Vendor Registration Form to:

[csp-bulkfilers@iowa.gov](mailto:csp-bulkfilers@iowa.gov)

Subject: Iowa W-2 1099 e-file Vendor Registration Form – [your company name]