MAINE REVENUE SERVICES
LETTER OF INTENT TO DEVELOP
SUBSTITUTE MAINE TAX FORMS

FORM **SF-ME**

COMPANY/INDIVIDUAL NAME			IDENTIFICATION CODE (TO BE CHOSEN BY THE DEVELOPER)
COMPANY REPRESENTATIVE	ARE YOU A SECONDARY SOFTWARE COMPANY FOR SUBSTITUTE FORMS? ☐ YES ☐ NO	IF YES, WHO IS THE PRIMARY SOFTWARE COMPANY?	
STREET ADDRESS		PRODUCT NAME & ORDERING TELEPHONE NUMBER	
CITY	STATE	ZIP CODE	
TELEPHONE	FAX	E-MAIL	

The Executive Director of Maine Revenue Services (MRS) prescribes the format of all forms administered by MRS. In exercising this authority, MRS has established guidelines for substitute 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 Maine tax forms in any manner.

As a duly appointed representative:

I hereby state my intent to abide by the policies, procedures and guidelines issued by Maine Revenue Services concerning the development 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 Maine Revenue Services;

2. Submit substitute tax forms to Maine Revenue Services, Systems and Programming Division 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 Maine Revenue Services with proofs (as described in MRS's "Guidelines for Substitute Forms") showing that the company has corrected the errors and notified customers or clients of the corrections, and;

4. Identify all substitute tax forms by the company identification code shown above.

Note: Failure to follow the guidelines may result in completed forms being returned to the taxpayer.

SIGNATURE	TITLE	DATE

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