



Georgia Department of Revenue Compliance Agreement for Substitute Trust Tax Paper Forms Tax Year 2018

(Revised 8/15/17)

An authorized representative of _____ (“Company”) must sign this Compliance Agreement for the Substitute Tax Forms Tax Year 2018 (“Agreement”). The Georgia Department of Revenue (“GADOR”) must receive this Agreement prior to the submission of any substitute tax form(s) and assignment of a GADOR vendor number. All primary software developers, secondary software developers, printing agencies and/or payroll services that create GADOR substitute tax forms in their products must complete this Agreement.

Compliance Agreement

As an authorized representative I agree that the Company will comply with the stipulations below and the GADOR Substitute Form Design Specifications.

1. Company will comply with the development and submission requirements set forth in the GADOR Substitute Form Design Specifications document and this Agreement.
2. Upon receipt of all GADOR documents pertaining to substitute forms design specifications, Company will submit Georgia substitute tax form(s) to GADOR for compliance review in the manner provided herein.
3. Company shall not sell or otherwise distribute its product containing GADOR substitute tax forms to any third parties prior to obtaining formal written approval from GADOR.
4. Draft forms are not to be released in packages. Forms with “APPROVAL PENDING” OR “DRAFT FORM: DO NOT FILE” banners will cause delays and are prohibited.
5. Company shall not alter GADOR approved substitute tax forms contained in product without the written authorization of GADOR.
6. Company must notify GADOR, and if necessary, notify and provide customers with updated Georgia substitute tax form(s), if an error(s) relating to forms design, written instructions, scan line, calculations, and computation/coding errors is discovered in any approved product. Company has **10 days** to correct errors and provide evidence of corrections. If errors persist after being notified, it may jeopardize certification.
7. Company shall notify its customers, via its software product(s) or additional documentation as necessary of any tax form instructions required by GADOR.
8. Company must print vendor’s number or vendor’s developer ID on all pages of the Georgia substitute tax forms.
9. Company shall notify its customers that failure to follow tax instructions correctly, changing the tax form’s font, or altering the required data or design of the form will result in tax errors, processing delays, or inability to successfully process information entered on the form.
10. Company grants a limited license to GADOR to display in various public information material designed only for informing tax practitioners and the taxpaying public about software/form developers that have developed substitute tax forms in compliance with GADOR’s requirements.
11. Company understands that all previously signed Agreements with GADOR will expire on **August 31, 2017** and this Agreement expires on **August 31, 2018**.
12. Company’s forms must duplicate our content and placement layout (tables, data fields, barcodes, registration, etc.).

13. Company must submit all test submissions by December 15, 2017.
14. Company agrees to resubmit submissions within 10 days of notification, if the forms or vouchers fail.