



April 21, 2003

Dear State Electronic Filing Representatives:

The National Association of Computerized Tax Processors (NACTP) is an organization consisting of companies involved with computer tax processing related issues. NACTP has been in existence since 1969. There are currently 65 member companies.

NACTP's **goals and purposes** are to:

- Improve the relationship and communication between computerized tax processing companies and government taxing agencies.
- Encourage the standardization of tax forms; the timely distribution and clarification of forms, instructions and regulations; and the simplification of approval procedures.
- Promote the standardization and simplification of electronic filing systems.
- Maintain professional standards in the computerized tax processing industry.
- Function as a nonprofit organization formed for the mutual benefit of its members.

As state representatives, we invite you to visit our **website** at www.nactp.org. We encourage dissemination of electronic filing information through our **Electronic Filing Committee listserv** address nactp_efc@nactp.org. Tax form related information can be disseminated through our **Government Liaison Committee listserv** address nactp_glc@nactp.org.

We have a **Forms and Filing Guide Questionnaire** available on our website. We hope this will minimize phone calls for both state agencies and software developers. Please complete the questionnaire by July 30th with information applicable to the upcoming 2003 filing season. Instructions for accessing and completing the questionnaire are attached.

We have compiled a **State Electronic Filing Programs form**. Many members disseminate this to their EROs. Please review the attached page. Email any changes to lynn.tenney@taxworks.com.

We have included a copy of the **State Electronic Filing Standards**. These guidelines mirror the federal standards. We encourage all states to incorporate these standards.

We have assigned an NACTP EF Committee member to act as a liaison for each state. Attached to the standards document is a list noting **State EF Coordinator** information and the **NACTP Representative** assigned to your state. We encourage you to communicate with the noted representative regarding any issues or questions you may have.

August 13 - 15 we will be holding our **Annual Meeting** in Pittsburgh, PA. This meeting overlaps the FTA Technology Conference. All states are invited to send representatives to share information concerning 2003 EF and Form updates. Please calendar this date. We hope to see you there.

If you have any suggestions or comments that will help improve NACTP's goals and relations with your state, please log on to our website, select Contact Us, and email your suggestions. We appreciate working with you as partners in your State's EF efforts.

Sincerely,

NACTP Electronic Filing Committee

NACTP Website Navigation for State Questionnaire

Log on to www.nactp.org

Select Members

User Name is member

Password is ty02forms – Click OK

Go to header “State Forms and Filing Guide” and click on ‘Resources Page’

Choose applicable State

Choose Resource ‘Forms and Filing Guide’ and click Go

1) From the pull down select ‘Forms and Filing Guide-EDIT’

Make applicable entries

Complete Part I – Forms Processing

Complete Part II – Electronic Filing

IMPORTANT!! When finished click “Submit” at the end to SAVE your changes, otherwise all of your work will be lost.

2) From the pull down select ‘Contact List-EDIT’

Make applicable entries

IMPORTANT!! When finished click “Submit Changes” at the end to SAVE your changes, otherwise all of your work will be lost.

We would appreciate you updating this information BEFORE July 30th, 2003.