

Fed/State Corporate E-Filing Developer's Guidelines and Schemas

Below is the recommended content for the state's Fed/State Corporate E-Filing Developer's Guidelines and Schemas.

1. INTRODUCTION
 - Identify schema version number
 - Brief description of the State's program
2. CHANGES FOR TAX YEAR 20[XX]
 - Identify all changes related to legislation, procedure or policy
 - Identify if schema version has changed
3. CONTACT PERSONNEL
 - IDENTIFY CONTACT PERSONNEL
 - LIST TELEPHONE & FAX NUMBERS, EMAIL AND MAILING ADDRESSES
4. ACCEPTANCE AND PARTICIPATION
 - PROVIDE A LIST OF REQUIREMENTS NEEDED TO PARTICIPATE IN THE STATE'S PROGRAM
5. DEVELOPERS RESPONSIBILITIES
 - CONFIDENTIALITY – LIST ANY CONFIDENTIALITY GUIDELINES, RULES AND VIOLATION CONSEQUENCES
 - COMPLIANCE REQUIREMENTS
 - PUBLICATIONS
 1. WEBSITES– REFERENCE FOR CON-OPS, FORMS, INSTRUCTIONS
 2. STATE PUBLICATION – GUIDELINES AND ERROR CODES
 3. MISCELLANEOUS
 - TIMELINESS OF FILING
6. SOFTWARE ACCEPTANCE, TESTING AND APPROVAL
7. ACKNOWLEDGEMENT SYSTEM
8. PAYMENT HANDLING AND ACCEPTANCE
9. SIGNATURE REQUIREMENTS
10. GENERAL INFORMATION
 - TESTING PERIOD
 - DATA REQUIREMENTS – ZERO FIELDS BLANK
 - TYPE OF FILINGS ACCEPTED – FED/STATE, STATE-ONLY, FED/STATE DISJOINTED
 - DECIMAL PLACES FOR RATIOS
 - HANDLING OF ATTACHMENTS
 - EDITS AND VERIFICATIONS
 - EXCLUSIONS FROM CORPORATE ELECTRONIC FILING PROGRAM
11. SCHEMAS AND SPECIFICATIONS
 - SCHEMAS SHOULD BE PRESENTED IN EXCEL SPREADSHEET FORMAT INCLUDING THE FOLLOWING INFORMATION*
 - Reference #
 - State
 - State Field Name
 - State Form
 - State Form Line Number

State Field Description
Schema Category
Schema Parent
Schema Child (or Element)

EFile Type

Field Type (A, AN, N)

Field Length

Field sign (-,0,+)

Checkbox (Y,N)

Number Occurrences

State Validation

Error Code – optional or can be placed in a separate document.

*It is highly recommended that state's use the spreadsheet header order as listed above.

- Elements must also be placed in the order of the state's form as the form is what is used for presentation for the tax preparation.
- EXAMPLE SCHEMAS
 - STATE SPECIFIC
 - PAYMENTS – POINT TO THE CON-OP IN LIEU OF AN EXAMPLE
 - TRANSMISSION, ENVELOPE, MANIFEST, – POINT TO THE CON-OP IN LIEU OF AN EXAMPLE
 - ACKNOWLEDGEMENT – POINT TO THE CON-OP IN LIEU OF AN EXAMPLE
 - ENVELOPE

12.APPENDIX

1. COUNTY CODES
2. CITY CODES
3. SCHOOL DISTRICT NUMBERS
4. COMMON ABBREVIATIONS
5. STATE ABBREVIATIONS AND ZIP CODE
6. OTHER STATE SPECIFIC ABBREVIATIONS/INFORMATION