Final 10/15/2004

SBT e-file

Michigan Department of Treasury

Michigan Single Business Tax

e-file Test Package for

Software Developers

www.michigan.gov/sbtefile

2004

TABLE OF CONTENTS

SECTION 1 Introduction

1.1 General Information.....1
1.2 Treasury Contacts.....1
Software Developers and Transmitters Only *2*
1.3 Key Dates 2
1.4 SBT e-file Publications and Forms 2
1.5 State of Michigan Holiday Schedule.....*3*
1.6 Program Compliance.....*3*

SECTION 2 Software Developer Testing

2.1 General Information.....*4*
2.2 SBT e-file Test Scenarios.....*5*
2.3 Transmitting and Correcting SBT e-file Tests *5*
2.4 Acknowledgment System.....*6*

SECTION 3 SBT e-file Test Return Scenarios

SECTION 1 Introduction

1.1 General Information

Thank you for your interest in the Michigan Department of Treasury's (Treasury) Single Business Tax Electronic Filing (SBT e-file) Program. This publication provides you with information on how you can participate in the software developer testing process for the SBT e-file Program.

In an effort to optimize operational efficiency and improve customer service, the Michigan Department of Treasury made several tax processing changes. A major part of this effort was to mandate electronic filing for SBT returns.

Software developers producing software for professional tax preparers will need to support e-file for all Michigan SBT forms that are included in their tax preparation software package. Therefore, all eligible SBT returns prepared using software must be e-filed through Treasury's Internet Portal. Inclusion of the federal return information is optional.

SBT e-file test returns are published separately on our Web site at www.Michigan.gov/sbtefile. The forms *with SBT E-file test information* are for illustration purposes only and should not be used as draft forms in designing software to print the Michigan forms.

The forms to be used for forms design or photocopying will continue to be distributed to software companies through Treasury's Forms and Print Management Section, and will be posted in a secure area on Treasury's Web site when they are available.

Please note that most tax forms cannot be finalized until the Legislature has recessed the fall session. This generally occurs in mid-December. Until the Legislature adjourns, there may be law changes that would affect the SBT forms and require changes to the file specifications and test package.

1.2 Treasury Contact

For Software Developers and Transmitters Only

For help with the SBT e-file program, software developers and transmitters may contact the Alternative Filing staff between the hours of 8:00 a.m. and 5:00 p.m., EST, Monday through Friday, except state holidays. When leaving a phone message, give as much detail as possible so that Alternative filing staff can research your question and have the answer ready when they call you back. Speak clearly and spell any difficult names.

This contact information is **for software developers and transmitters only** and enables Treasury to provide better service to the SBT e-file program participants.

Contact:	Scott Bunnell or Nancy Agostini
Phone:	(517) 636-4450
	(517) 636-4999 (TTY Only)
Fax:	(517) 636-4443
Email:	MIefile2D@michigan.gov
	Include the words "SBT e-file" in the subject line.
Mailing Address:	Alternative Filing Programs
	Michigan Department of Treasury
	P. O. Box 30058
	Lansing, Michigan 48909

You may also visit our Web site at www.michigan.gov/sbtefile for more information.

1.3 Key Dates

Deadline for Submitting	
SBT e-file New Application(Profile)	None
Begin Software Testing for *2004*	Mid – Late October *2004*
Begin Transmitter Testing for *2004*	Mid – Late October *2004*
SBT e-file unavailable due to system maintenance (Test returns may still be submitted.)	Mid – Late January *2005*
Begin Transmitting Live Returns	Late January *2005*

1.4 SBT e-file Publications and Forms

3919	SBT e-file Specifications and Software Developer Guide
3920	SBT e-file Test Package for Software Developers
3921	SBT e-file Transmitters' Handbook
SBT-V	SBT E-File Annual Return Payment Voucher

1.5 State of Michigan Holiday Schedule

2004-2005 HOLIDAY SCHEDULE

Labor Day
Veterans' Day
Thanksgiving
Christmas Eve
Christmas
New Year's Eve
New Year's Day
Martin Luther King JR's Birthday Observed
Presidents' Day
Memorial Day
Independence Day

1.6 Program Compliance

Treasury will ensure transmissions are in compliance with the requirements outlined in the SBT e-file Specifications and Software Developer Guide, and the SBT e-file Transmitters' Handbook.

If after acceptance a software developer or transmitter has production problems, Treasury reserves the right to suspend that software developer/transmitter until the problems are resolved to Treasury's satisfaction.

SECTION 2 Software Developer Testing

2.1 General Information and Software Requirements

All software developers must successfully complete the system testing process with Treasury. System testing is a testing of predetermined tax return scenarios that validate the ability to transmit data and to receive data from Treasury. Applicants must use Treasury-assigned user IDs and passwords for testing. Testing ensures that:

- SBT e-file specifications are met.
- Required fields post properly to Treasury's system.
- The transmitter is able to send information to and retrieve information from Treasury.
- The transmitter understands the mechanics of e-filing.

The software testing process is as follows:

1. *If not currently enrolled, apply to* Treasury by submitting an SBT e-file New Application (Profile) request, *which is available on-line at www.michigan.gov/sbtefile*.
2. Follow the Treasury specifications and guidelines for software developers.
3. Submit test returns to Treasury *via the SBT Internet portal*.
4. Treasury will review the test return transmissions and the compare results will *be e*-mailed back to the software developer within 2-4 business days.
   - *This process will repeat until all 8 test scenarios pass the compare portion of testing (it is suggested that all 8 test scenarios are submitted with each transmission even if a test scenario was previously accepted).*
5. *Upon successful completion of the compare portion of the testing process:*
   - *Treasury will issue a congratulatory e-mail for passing the compare portion of testing.*
6. *Treasury will submit the test file for mainframe testing.*
7. *Within 2-4 business days Treasury will issue written approval* to release the software program to e-file *live SBT returns or notify you of any processing problems that were encountered and need to be addressed.*

Transmitter testing:

If you have previously been approved as a transmitter, you do not need to retest each year unless requested to do so by Treasury.

If your software includes transmission capabilities and you have not previously been approved as a transmitter, please refer to the SBT e-file Transmitter's Handbook for more detailed information.

The transmitter testing process is as follows:

1. *If not currently enrolled, apply to Treasury by submitting an SBT e-file New Application (Profile) request, which is available on-line at www.michigan.gov/sbtefile.*
2. *Follow the guidelines in the SBT e-file Transmitters' Handbook.*
3. *Submit a test file that contains at least two Treasury test scenario returns prepared using approved software or the sample SBT XML file.*
4. *Submit second transmission on the same day.*
5. *Treasury will acknowledge the test transmissions in two ways:*
   - *After transmitting the file the Web Portal will indicate the file was transmitted successfully or unsuccessfully.*
   - *When the test files are successfully transmitted an e-mail will be sent to the transmitter stating the same.*
6. *Treasury will submit the test file for mainframe testing.*
7. *Within 2-4 business days Treasury will issue written approval to transmit live e-file SBT returns or notify the transmitter of any processing problems that were encountered and need to be addressed.*

Please note that most tax forms cannot be finalized until the Legislature has recessed the fall session. This generally occurs in mid-December. Until the legislature adjourns, there may be law changes that would affect the SBT forms and require changes to the file specifications and test package.

2.2 Michigan SBT e-file Test Scenarios

The *2004* SBT e-file test package consists of eight (8) return scenarios. Knowledge of tax law and tax preparation is necessary in preparing the test scenarios. Software developers must correctly prepare and compute these returns before e-filing SBT test returns.

Submitting the test scenario information in all caps will reduce the amount of time needed to complete the compare portion of testing.

Tests 1, 3, 5, 7 and 8 have a box checked stating that Treasury may discuss the return with the preparer. Tests 2, 4 and 6 have a box checked stating that Treasury may not discuss the return with the preparer.

Tests 1 – 3 have the taxpayer's name and title in signature block. This information can be omitted from tests 4-8.

Test 3 has the preparer's information in the signature block. For the remaining tests it is acceptable to use your software default for this area.

2.3 Transmitting and Correcting SBT e-file Tests

SBT e-file software developer testing will begin in Mid – Late October *2004*.

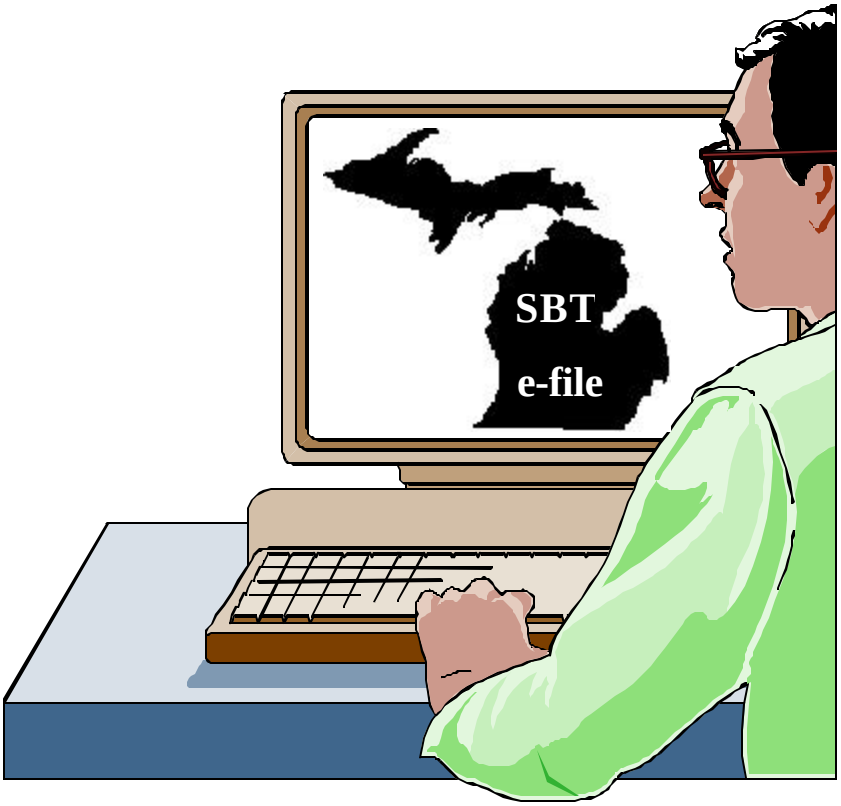
Software developers may transmit as many times as necessary until all tests are accepted and no error messages are sent back by Treasury. Please allow 2-4 business days for processing test transmissions. Treasury will e-mail the test results to the software developer.

The **final** transmission must include **all** test scenarios with no errors. After the final transmission has been reviewed and approved by Treasury, *and after passing the mainframe portion of testing* the software developer will receive written approval and *may release* the software to e-file live *SBT returns.*

Note:
If the Web Server is down, you will not be able to access the SBT e-file program.
The SBT e-file system will be unavailable from 4:00 a.m. to 5:15 a.m. for daily maintenance. If you attempt to transmit a file during this period, you will receive a message stating that the system is unavailable and to try again later.

2.4 Acknowledgment System

Please refer to Section 5 of the Michigan Single Business Tax Transmitters' e-file Handbook for more information on the acknowledgment system.

SECTION 3 SBT e-file Test Return Scenarios

SBT e-file test returns are published separately on our Web site at www.michigan.gov/sbtefile.