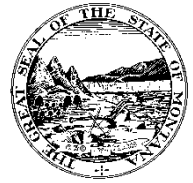




**Mike Kadas**  
Director

# Montana Department of Revenue



**Steve Bullock**  
Governor

## Tax Year 2017 Substitute Form Vendor Registration

- All vendors (primary & secondary) developing software that will produce State of Montana tax forms must complete a vendor registration annually. Complete all information fields.
- If you do not have a MT Vendor ID from the previous tax year, leave that field blank. MT DOR will send a confirmation email that you are a registered vendor, and will provide your MT Vendor ID in it.
- Select Submit to email the completed registration form.

What type of software vendor are you? (Please check only one)

- Primary - Vendors creating substitute forms
- Secondary - Vendors not creating forms, but using another company's form in their software package
  - What Primary Vendor is supplying forms to you? \_\_\_\_\_
- Secondary - Vendors using Montana's official form in their software

What software do you use to develop substitute vendor forms? \_\_\_\_\_

Company Name		Software Product(s) Name	
Address			
City		State	ZIP Code
MT Vendor ID		NACTP Vendor ID(s)	

Primary Vendor Contact		Email Address	
Telephone	Extension	Fax	
Secondary Vendor Contact		Email Address	
Telephone	Extension	Fax	

**By submitting this registration, the software vendor agrees to comply with the following:**

- Develop substitute MT tax forms in accordance with the Specifications issued by the MT Department of Revenue
- Submit substitute forms, including all requested test samples and pages of each submitted tax form, to the MT Department of Revenue for review and approval
- Correct any errors found on test forms and re-submit for approval
- Approval of each tax form must be granted by the MT Department of Revenue before the vendor can distribute forms to the public for processing
- Failure to follow the Specifications may result in completed tax forms submitted by the public, being rejected by the MT Department of Revenue
- Vendor will be contacted and expected to update and maintain their forms/software, and notify customers when changes have been made
- Provide customers with printing standards needed to produce original printed forms (no photocopies are accepted)

[MTDORsubstituteforms@mt.gov](mailto:MTDORsubstituteforms@mt.gov)

**Select Submit to email the completed Vendor Registration Form**

**Individual Income Tax, Vouchers & Supplemental Forms**

- 2EC
- 2EZ (short form)
- 2  
(Required with Form 2: Sched I – II)
  
- IT Payment Voucher
  
- ETM Enrolled Tribal Member
- MHPE Mobile Home Park Exclusion
- MT-R Reciprocity Exemption from WTH (for ND residents working in MT)

**Pass-Through Entity Tax, Vouchers & Supplemental Forms**

- CLT-4S  
(Required with CLT-4S: Sched I, II, IV - VI)
- SB Payment Voucher
- Schedule K-1 (for CLT-4S) Shareholder's Share of Income (Loss), Deductions, Credits, etc.
  
- DER-1
- DER Payment Voucher
  
- PR-1  
(Required w/ PR-1: Sched I, II, & IV-VI)
- PR Payment Voucher
- Schedule K-1 (for PR-1) Partner's Share of Income (Loss), Deductions, Credits, etc.
  
- MHPE Mobile Home Park Exclusion
- PT-AGR Pass-Through Entity Owner Tax Agreement

**Withholding Form & Voucher**

- MW-3 Annual Wage Withholding Tax Reconciliation
- MW-1 Payment Voucher

**Corporate Income Tax, Voucher & Supplemental Form**

- CIT  
(Required with CIT: Sch K, Sch C, Sched M, Sched K Combined for MT CIT, & Sched WE)
- CT Payment Voucher
  
- MHPE Mobile Home Park Exclusion

**Vendor Additional Information**

**Do you support all pages of a form you are re-producing? If not, list the form name and page number not supported.**

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**List any other information that will help the MT DOR expedite your forms approval process.**

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**Fiduciary Tax, Voucher & Supplemental Form**

- FID-3 (Required with FID-3: Sch B, Sch C, Sch D, Sch E, Sch F, Sch G & Sch H)
- FID Payment Voucher
  
- Schedule K-1 (for FID) Beneficiary's Share of Income (Loss), Deductions, Credits, etc.