



This agreement is made and entered into by the user (hereafter referred to as taxpayer) of the Wyoming Internet Filing Service (WYIFS), and the State of Wyoming Department of Revenue this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

The parties agree as follows:

I

Taxpayer agrees that use of the system does not alter the taxpayer's responsibility to prepare accurate and proper returns and submit them by filing deadlines.

II

The signature of the Taxpayer or the Taxpayer's agent, affixed to this agreement constitutes a declaration that all reports or returns filed electronically with the Wyoming Department of Revenue are correct and complete as shown by the records of said Taxpayer.

III

Taxpayer agrees to assume responsibility for learning to use the system and to comply with Department of Revenue filing specifications. System failure, or other circumstances foreseen or unforeseen, will not operate to excuse filing by statutory deadlines.

IV

Taxpayer affirms that it has a comprehensive anti-viral operating strategy for its computer system.

V

The Department of Revenue will use an anti-viral strategy on all files presented by taxpayer. If a virus is detected, the Department of Revenue will notify taxpayer. Should taxpayer transfer an infected file more than once, the Department of Revenue may terminate this agreement and disallow use of WYIFS or any other means of file transfer by taxpayer for future filing.

VI

This agreement may be terminated without cause by either party upon fifteen days written notice. The fifteen days will commence upon date of mailing. It may be terminated for cause if taxpayer fails to perform substantially in accordance with the terms of this agreement. The Department of Revenue reserves the right to amend this agreement.

VII

Taxpayer Name \_\_\_\_\_, Wyoming Sales/Use Tax Number \_\_\_\_\_, will be filing sales and use tax with E-Check payment. Starting with the filing due at the end of \_\_\_\_\_ (month).

\_\_\_\_\_ Submit Web Returns via WYIFS; (complete sections VII and VIII then sign the agreement).

\_\_\_\_\_ E-Check payment via WYIFS; (complete sections VII and VIII then sign the agreement).

Transmission of returns and payments via WYIFS must comply with published specifications as to format, and with conventional filing instructions in order to be accepted and considered as filed.

A confirmation notice will be issued along with access information when this completed agreement is accepted by the Department of Revenue.

**Note:** Microsoft Internet Explorer® Version 5.0 or later is required to access WYIFS. This browser can be downloaded free of charge from Microsoft® through a link on the WYIFS Main Screen Separate access accounts can be requested for returns, payments, or both returns and payments. A separate **Wyoming Internet Filing Service Electronic Agreement** is required for each requested Sales/Use Tax account. A word of caution; be aware that multiple users, logged in at the same time, from the same taxpayer will overwrite E-Check if they are both completing forms for the same tax type. A prudent use of multiple accounts would be one user doing the Sales/Use Tax report, and another doing only payments.

Taxpayer's contact person for questions pertaining to electronic filing and payment as per this agreement is:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE AND ZIP \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

VIII

Authorization for E-CHECK Payment Transfer

Taxpayer: \_\_\_\_\_

Wyoming Sales/Use Tax Number: \_\_\_\_\_

**Bank Information**

Bank Name: \_\_\_\_\_

Bank Street Address: \_\_\_\_\_  
\_\_\_\_\_

Routing Number: \_\_\_\_\_

**Account Information**

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type: \_\_\_\_\_

***Please return the signed original contract to:***

Sales/Use Tax Division Contact: Attention: Vendor Operations Section  
Excise Tax Division, Wyoming Department of Revenue  
122 West 25<sup>th</sup> Street  
Cheyenne, WY 82002-0110

This agreement represents the entire and integrated agreement between the parties (all taxpayers must sign) Your Login, Password and PIN will be e-mailed to our contact person unless otherwise instructed.

X \_\_\_\_\_  
Taxpayer Date

X \_\_\_\_\_  
Department of Revenue Date

See Page 4 for contact phone numbers:

## Contact Phone Numbers

Keri Wood, Region 1 Supervisor  
(307) 777-5541  
keri.wood@wy.gov

Service for the following counties:

Laramie, Sublette, Sweetwater, Uinta

Service for the following country, states or districts:

Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut,  
Delaware, Dist of Columbia, Kansas, Texas

Tim Dryden, Region 2 Supervisor  
(307) 777-5542  
tim.dryden@wy.gov

Service for the following counties:

Big Horn, Campbell, Crook, Lincoln, Park, Teton, Weston

Service for the following country, states or districts:

Guam, Hawaii, Idaho, Kentucky, S. Dakota, Virginia, West Virginia

Jeanette Pearson, Region 3 Supervisor  
(307) 777-5543  
jeanette.pearson@wy.gov

Service for the following counties:

Albany, Carbon, Converse, Goshen, Natrona, Niobrara,  
Platte

Service for the following country, states or districts:

Florida, Georgia, Illinois, Indiana, Iowa, Louisiana, Maine,  
Maryland, Nebraska, N. Dakota, New Jersey, Oklahoma,  
Rhode Island, Tennessee, Wisconsin

Sharon Rehm, Region 4 Supervisor  
(307) 777-5544  
sharon.rehm@wy.gov

Service for the following counties:

Fremont, Hot Springs, Johnson, Sheridan, Washakie

Service for the following country, states or districts:

California, Canada, Massachusetts, Michigan, Minnesota,  
Mississippi, Missouri, Montana, Nevada, New Hampshire,  
New Mexico, New York, N. Carolina, Ohio, Oregon,  
Pennsylvania, S. Carolina, Utah, Vermont, Washington