**Implementation Checklist**

**Returns**

The following is a list of defined items/information needed to successfully implement a client:

**To Generate the Return:**

\_\_\_\_ Sales Tax Data from client – Required fields on adjustment file (additional data may be needed depending on situation)

* Document Date
* Posting Date
* Company Code
* Destination State
* Destination Zip
* Total Tax Amount
* Exemptions if applicable (product code, customer code, invoice amount, $0 total tax column)

\_\_\_\_ Copy of Client Sales & Use Tax Returns (including return names)

**If Vertex is filing the returns:**

\_\_\_\_ Company Name

\_\_\_\_ Federal ID Number

\_\_\_\_ Registration Number

\_\_\_\_ Filing Method

\_\_\_\_ Filing Frequency

\_\_\_\_ Identifier for location reporting

\_\_\_\_ Current Payment Method

\_\_\_\_ Filing Website

\_\_\_\_ Credentials for jurisdiction log-ins (if e-filing returns)

\_\_\_\_ PIN

\_\_\_\_ Credit to carry

\_\_\_\_ Client Bank Account Information

Tips and Tricks: It is recommended that the firm does a test of the log-in credentials on the jurisdiction website before delivering credentials to Vertex. This will speed along the verification process.

**\* This is a general list designed to give the firm guidance for a successful implementation. During the implementation process a Vertex implementation specialist might ask for additional information due to the specifics of the client implementation.**