

Rate and Boundary Files Submission Instructions

8/30/2011, revised 4/13/2016

Rate and Boundary files are required to be available to a seller or CSP by the 1st day of the month prior to the 1st day of a calendar quarter. (SSUTA Section 305, I.) These files are located on the SST website under the State Info tab for downloading by any CSP, seller or vendor.

Liability relief is provided for changes to Rate and Boundary files made available after the first day of the month prior to a calendar quarter until the first day of the following calendar quarter. (SSUTA Section 306 provides liability relief for use of the Rate and Boundary files. SSUTA Section 305 states effective dates of changes to the Rate and Boundary files.)

Only files that contain changes should be uploaded. If no changes were made, the previous file will continue to be used.

States upload their changed files to the SST Sharefile Rates and Boundaries folder, placing the Rate file in the Rate Folder and the Boundary file in the Boundary Folder.

On the first day of the month prior to the beginning of a calendar quarter, Testing Central will move only the changed files to the SST website for public access.

File Naming Convention

Files MUST be in the correct naming convention:

Example of Rate File for 3rd quarter 2016 and uploaded to the SST Sharefile site on May 19,

2016: ARR2016Q3MAY19

The first two digits 'AR' is the state abbreviation

The third digit indicates what the file contains and can only be an 'R' or 'B'. 'R' is for a Rate file, the 'B' is for a Boundary file.

The next four digits '2016' is the year the file becomes effective.

The next two digits are "Q" for quarter followed by the Quarter the file becomes effective.

(1,2,3,or 4)

The next three digits 'JUN' is the month the file was moved to the SST Sharefile.

The next two digits are the date the file was moved to the SST Sharefile.

The last two digits '19' is the day the file was moved to the SST FTP site.

A boundary file name will be the same format except for a 'B' in the third position.

Rate and Boundary files submitted after the first day of the month before the start of the quarter.

If a corrected or updated file is submitted after the first day of the month before the first day of the quarter the file is to begin in the state must do the following:

1. Place the file in the SST Sharefile Rate and Boundaries directory.
2. Notify Testing Central by email the file has been moved to this directory. Placing the file in the SST Sharefile Rate and Boundaries directory does not grant access to these files by the public.
3. Send Testing Central form TC0006 Rate and Boundary Change (Located in the web site library).

Upon notification that the file is available in the SST Sharefile Rate and Boundaries directory, Testing Central will:

1. Move the file to the SST website Rate and Boundary directory at <http://streamlinedsalestax.org/ratesandboundary/> .
2. Notify the CSPs a new file is available and forward form TC0006.
3. Update the SSTGB web site indicating a change was made and is now available.
<http://www.streamlinedsalestax.org/index.php?page=alias-12>