

## Specifications for Changes to the SSTGB Registration on Step 4 – Indicate Registration Status

1. New instructions will be indicated at the top of the step as indicated in attachment 1 – new instructions for Step 4.
2. Four check box columns will be required under two headings separated by either shading or box outlines and approved by SSTGB Inc.

Heading 1 - I am a new registrant for sales tax in this state  
Heading for Column A – I will have sales in this state  
Heading for Column B – I will NOT have sales in this state

Heading 2 - I am already registered directly for sales tax in this state

Heading for Column C – I do have sales in this state  
Heading for Column D – I do NOT have sales in this state

3. Only one box per state can be checked.
4. Indicators submitted on the schema for the box checked will be:
  - If A is checked an indicator of 'R' will be sent on the schema
  - If B is checked an indicator of 'X' will be sent on the schema
  - If C is checked an indicator of 'A' will be sent on the schema
  - If D is checked an indicator of 'Z' will be sent on the schema
5. One box must be checked for each state. If a box is not checked an error will be displayed and the page will not be accepted until a box is checked for all states.
6. Except as indicated below in item 9 these boxes will only be accessible during initial registration
7. On implementation of these new boxes (B and D) the value in the current box indicated on the system (either A or C) will retain its current value.
8. On initial implementation of a new state, Column A will automatically be checked for all accounts for the new state.
9. Exception to Item 6 above:
  - A. During the first 60 days of initial implementation of the new boxes, box C and D will be accessible for change by all active accounts currently on the system on the date of implementation. Notification from SSTGB Inc. will be sent to Taxwatch as to when the 60 day period begins and ends. New Registrations will have access to all

boxes on initial registration. At the end of the period the boxes will not be accessible to any current accounts.

B. During the first 60 days of the implementation of a new state on the system all column boxes for the new state will be accessible for change by all active accounts currently on the system at the time of implementation. SSTGB Inc. will notify Taxwatch of the beginning and ending dates. New Registrations will have access to all boxes for all states on initial registration. At the end of the period the boxes will not be accessible to any current accounts.

10. The new boxes will also be included for Associate member states but will only be available if the account volunteered for the Associate state. If the account volunteered for the state all rules indicated above apply. If a new account does not volunteer for the Associate State an indicator of 'N' will be sent on the schema.

11. The new indicators will also be reflected on the system extract.