

## **Amendment to the Rules of Article V – Testing Process for Certification of Service Providers and Automated Systems**

**Submitted by the State of Kansas on behalf of the Certification Committee**

**Ref. Article V, Rules - Appendix E, Testing Process for Certification of Service Providers and Automated Systems and Rules - Appendix K, Testing Process for Certification of Model 2 Automated Systems.** Appendix E was originally written to describe the testing process for the certification of a service provider. A similar document, Appendix K, was written to describe the test process for certification of an automated system. Aside from references to a system or provider, both documents were essentially the same and contained procedural information that has since been found to be irrelevant to both processes. Also, along with several errors in text, some information was in need of refinement for the purpose of clarification. The Certification Committee has combined the information from Appendix E and K and made changes and updates, accordingly. All changes and updates are procedural in nature and do nothing to affect the minimum requirements of a CSP or CAS provider. With that, the Certification Committee presents revised Appendix E to the Governing Board for acceptance and approval and requests that Appendix K be removed from the Rules of Article V.

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**Appendix K**

**~~Testing Process for Certification of Model 2 Automated Systems~~**

**~~Testing process~~**

~~**A. Purpose of testing.** The testing process will test and certify determination of tax jurisdictions, determination of exemptions and accurate tax calculation.~~

~~—Testing involves methods that determine that the proper results are obtained from the system and remitted to the member states.~~

~~**B. Criteria to be tested.** The following are to be evaluated during the testing process.~~

- ~~1. — Jurisdictional boundaries (determination of taxing jurisdiction)~~
- ~~2. — Tax type (sales vs. use)~~
- ~~3. — Tax rates~~
- ~~4. — Compliance with uniform definitions~~
- ~~5. — Taxability and product-based exemptions~~
- ~~6. — Goods or service based special taxability~~
- ~~7. — Transactional date of the taxable event~~
- ~~8. — Tax rule hierarchy among competing rules~~
- ~~9. — Date effective, including sales tax holidays~~
- ~~10. — Caps and thresholds~~
- ~~11. — Delivery charges~~
- ~~12. — Discounts~~
- ~~13. — Bad debts~~
- ~~14. — Returns and credits~~
- ~~15. — Exemptions and deductions~~
- ~~16. — Enterprise zones~~
- ~~17. — Direct pay permit holders~~
- ~~18. — Multiple points of use~~
- ~~19. — Updates to the system (i.e. restocking)~~
- ~~20. — Refunds from the seller to the customer~~
- ~~21. — Customization of automated system tax calculation through an override by data entry clerk~~
- ~~22. — Taxpayer privacy~~
- ~~23. — Uniform sourcing rules~~
- ~~24. — Exemption processing and reporting, including change processes~~
- ~~25. — Uniform rounding rules~~
- ~~26. — Tax calculation~~

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- 27. ~~— Tax remittance procedures~~
- 28. ~~— Tax reporting procedures~~
- 29. ~~— On-going, real-time testing~~
- 30. ~~— Data accuracy~~
- 31. ~~— Output report review~~

**C. ~~Self Evaluation prior to testing~~**

~~The CAS applicant shall perform a self-evaluation to verify the automated system produces the expected results from the test deck provided by Testing Central. The automated system shall include the ability to produce the reports required by the Governing Board.~~

~~Testing should begin when~~

- ~~1. The CAS applicant determines their system is complete;~~
- ~~2. The single online entry screen is ready (see section I);~~
- ~~3. The upload/download process is ready (see section D);~~
- ~~4. The Administration site is complete;~~
- ~~5. The CAS applicant has passed vendor system testing;~~
- ~~6. The CAS applicant has passed self evaluation;~~
- ~~7. State test data is prepared.~~

**D. ~~Preparation of test transactions.~~** ~~The transactions used to test the CAS applicant shall be compiled into spreadsheets (Test Decks) to be submitted through the upload/download process in a comma delimited text format (.csv) with no header row and with the following fields in the following order. Do not embed any commas in any field.~~

~~The test deck fields, format and record length in the required order are listed below.~~

<b>Field Number</b>	<b>Field Name</b>	<b>Description</b>	<b>Format</b>	<b>Length</b>
1	Date	Transaction date	CCYYMMDD	8
2	Record Number	Identifying number	Numeric	8
3	Retailer SSTPSST ID	Retailer SSTPSST ID	Alpha/Numeric	9
4	Retailer Location ID	Retailer Location ID	Alpha/Numeric	9
5	Retailer State	State where retailer is located	alpha	2
6	Delivery Method	Is delivery in seller vehicle?	Y/N	1
7	Customer Entity Code	Is customer taxable?	T/E	1
8*	Order Received Address	Street name and number	Alpha/Numeric	40
9*	Order Received Suite	Suite, P.O. Box, Apt, Lot	Alpha/Numeric	40
10*	Order Received City	Name of city	Alpha	40
11*	Order Received State	Two character state abbreviation	Alpha	2

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12*	Order Received Zip Code	5 character zip code	Numeric	5
13*	Order Received Zip Plus	4 character zip extension	Numeric	4
14	Ship to Address	Street name and number	alpha/numeric	40
15	Ship to Suite	Suite, P.O. Box, Apt, Lot	alpha/numeric	40
16	Ship to City	Name of city	alpha	40
17	Ship to State	Two character state abbreviation	alpha	2
18	Ship to Zip Code	5 character zip code	numeric	5
19	Ship to Zip Plus	4 character zip extension	numeric	4
20	SKU	Stock keeping unit	numeric	19
24	Amount of Sale	Total amount of sale	numeric	15 including 2 decimals

**\* Fields 8 through 13 are only to be used by states having origin based instate sales.**

~~During processing, the SKU and Customer Entity Code shall be used as follows:~~

~~SKU & 'T' = Check SKU with matrix, if coded as E then exempt, if not, taxable~~

~~SKU & 'E' = Exempt~~

~~No SKU & 'T' = Taxable~~

~~No SKU & 'E' = Exempt~~

~~Entries in the test deck shall accurately represent actual business transactions. The testing state shall establish an initial test deck of approximately 100 transactions (using some or all of the SST Id's set up by the CAS applicant) to represent a core set of retailers based on the types of retailers doing business in the testing state.~~

~~The purpose of the test deck is to validate rates, boundaries, tax calculations and SKU taxability. The test deck should represent the following types of transactions. A single entry may test more than one type of transaction. Each SKU should appear in the test deck in order to validate the proper tax calculation.~~

~~1. Retailer Type~~

~~In-State Seller - determined by retailer state versus ship to state~~

~~Out-of-State Seller - determined by retailer state versus ship to state~~

~~-~~

~~2. Customer Type - determined by customer entity code field~~

~~Taxable Customer~~

~~Exempt Customer~~

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- ~~3. Product Type – determined by SKU  
Taxable  
Exempt  
(For testing purposes the SKU will be used to represent product type)~~
- ~~4. Tax Type – determined by retailer state versus testing state  
Sales Tax (physical presence in the state)  
Use Tax (out-of-state sale)~~
- ~~5. Jurisdiction – determined from ship to address  
Representative of jurisdictions within the testing state  
Complex boundary identification scenarios need to be included to test jurisdictions that cross city, county and zipcode boundaries (if applicable to the testing state).~~
- ~~6. Transaction Date – determined by date  
Various dates need to be used which will represent actual transactions dates  
Dates need to cross quarters to test rate changes~~
- ~~7. Address – determined by address fields  
All three levels should be represented:  
street and city with zip code +4  
5-digit zip code  
zip code +4~~
- ~~8. Sales Amount – the sales amount should realistically represent the transaction being tested~~
- ~~9. Problematic Transactions – both good and problematic transactions should be included. The entire range of anticipated errors should be represented in order to test error handling.~~

~~The test decks for use with either upload/download process eventually could grow to 10,000 transactions per state. In the beginning of the testing process, the test decks will be much smaller in order to verify the accuracy on a small volume of test transactions. These test deck transactions shall test each of the jurisdictions within the testing state. Every type of exempt sale must be represented in the test deck transactions along with non-exempt transactions. Sales amounts must be varied and realistically represent the type of transaction being tested. All~~

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~~three levels of address submission must also be represented. The three levels of addresses are: 1) street and city with zip code +4; 2) 5-digit zip code; and 3) zip code +4. Make-up of the testing state's test deck must be all encompassing of both good and problematic transactions, which represent the range of errors expected.~~

~~**E. Submission of test transactions.** Test decks shall be submitted to the CAS applicant. Upon completion of processing, the CAS applicant shall notify the state that the updated test deck is available for retrieval. The testing state shall retrieve the data and compare the actual results with the expected results. Each retrieval shall consist of two files available for download, one shall contain the records with errors and the other shall contain the results of the processed records.~~

~~**F. Results.** Each row of the results file shall contain the original uploaded data plus fields appended in the following format:~~

<b>Field Name</b>	<b>Description</b>	<b>Format</b>	<b>Length</b>
Date	Transaction date	CCYYMMDD	8
Record Number	Identifying number	Numeric	8
Retailer SST ID	Retailer SST ID	Alpha/numeric	9
Retailer Location ID	Retailer Location ID	Alpha/numeric	9
Retailer State	State where retailer is located	Alpha	2
Delivery Method	Is delivery in seller vehicle?	Y/N	1
Customer Entity Code	Is customer taxable?	T/E	1
Ship to Address	Street name and number	Alpha/numeric	40
Ship to Suite	Suite, P.O. Box, Apt, Lot	Alpha/numeric	40
Ship to City	Name of city	Alpha	40
Ship to State	Two character state abbreviation	Alpha	2
Ship to Zip Code	5 character zip code	Numeric	5
Ship to Zip Plus	4 character zip extension	Numeric	4
SKU	Stock keeping unit	Numeric	5
Total Sales Amount	Total amount of sale	Numeric	15 including 2 decimals
ResultType	0=good address used ,2=address unknown, fallback to zip	Numeric	1
Taxability Code	Taxable/Non-taxable flag for item	Y/N	1
FIPS Jurisdiction Code 1	First FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 1	First FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 1	Numeric value representing tax for first FIPS	Numeric	15 including 2 decimals

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FIPS Jurisdiction Code 2	Second FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 2	Second FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 2	Numeric value representing tax for second FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 3	Third FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 3	Third FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 3	Numeric value representing tax for third FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 4	Fourth FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 4	Fourth FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 4	Numeric value representing tax for fourth FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 5	Fifth FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 5	Fifth FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 5	Numeric value representing tax for fifth FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 6	Sixth FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 6	Sixth FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 6	Numeric value representing tax for sixth FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 7	Seventh FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 7	Seventh FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 7	Numeric value representing tax for seventh FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 8	Eighth FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 8	Eighth FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 8	Numeric value representing tax for eighth FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 9	Ninth FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 9	Ninth FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 9	Numeric value representing tax for ninth FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 10	Tenth FIPS Jurisdiction Code	Numeric	5

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FIPS Tax Rate 10	Tenth FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 10	Numeric value representing tax for tenth FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 11	Eleventh FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 11	Eleventh FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 11	Numeric value representing tax for eleventh FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 12	Twelfth FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 12	Twelfth FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 12	Numeric value representing tax for twelfth FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 13	Thirteenth FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 13	Thirteenth FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 13	Numeric value representing tax for thirteenth FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 14	Fourteenth FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 14	Fourteenth FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 14	Numeric value representing tax for fourteenth FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 15	Fifteenth FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 15	Fifteenth FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 15	Numeric value representing tax for fifteenth FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 16	Sixteenth FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 16	Sixteenth FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 16	Numeric value representing tax for sixteenth FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 17	Seventeenth FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 17	Seventeenth FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 17	Numeric value representing tax for seventeenth FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 18	Eighteenth FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 18	Eighteenth FIPS Tax Rate	Numeric	6 including 5 decimals



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FIPS Tax Amount 18	Numeric value representing tax for eighteenth FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 19	Nineteenth FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 19	Nineteenth FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 19	Numeric value representing tax for nineteenth FIPS	Numeric	15 including 2 decimals
FIPS Jurisdiction Code 20	Twentieth FIPS Jurisdiction Code	Numeric	5
FIPS Tax Rate 20	Twentieth FIPS Tax Rate	Numeric	6 including 5 decimals
FIPS Tax Amount 20	Numeric value representing tax for twentieth FIPS	Numeric	15 including 2 decimals
Total Sales Amount	Numeric value representing total sales amount	Numeric	15 including 2 decimals
Total Tax Amount	Sum of FIPS tax amounts 1 - 20	Numeric	15 including 2 decimals

Errors File – A record or file will error for such reasons as an incorrect number of record fields in the file, no zip code in a record, fields (including blanks/nulls) are not separated by commas and errors specific to the contents of the field. The CAS applicant may also put questionable transactions into the error file for further review. The structure of the error file is as follows:

Field Name	Description	Format	Length
Date	Transaction Date	CCYYMMDD	10
Record Number	Identifying number	Numeric	8
Retailer SST ID	Retailer SST ID	Alpha/numeric	9
Retailer Location ID	Retailer Location ID	Alpha/numeric	9
Retailer State	State where retailer is located	Alpha	2
Delivery Method	Is delivery in seller vehicle?	Y/N	1
Customer Entity Code	Is customer taxable?	T/E	1
Ship to Address	Street name and number	Alpha/numeric	40
Ship to Suite	Suite, P.O. Box, Apt, Lot	Alpha/numeric	40
Ship to City	Name of city	Alpha	40
Ship to State	Two character state abbreviation (i.e. KS)	Alpha	2
Ship to Zip Code	5 character zip code	Numeric	5
Ship to Zip Plus	4 character zip extension	Numeric	4
SKU	Stock keeping code	Numeric	5

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Total Sales Amount	Total amount of sale	Numeric	15 including 2 decimals
Error Code	Type of error	Numeric	2

~~T~~The error codes shall have the following format by transaction:

Error Code	Error Field	Message
<del>01</del>	<del>Date</del>	<del>Transaction date invalid or missing</del>
<del>02</del>	<del>Retailer SST ID</del>	<del>Retailer SST ID invalid or missing</del>
<del>03</del>	<del>Retailer State</del>	<del>State invalid or missing</del>
<del>04</del>	<del>Ship to Address</del>	<del>Address unavailable or incorrect format</del>
<del>05</del>	<del>Ship to Suite</del>	<del>Suite unavailable or incorrect format</del>
<del>06</del>	<del>Ship to City</del>	<del>City unavailable or incorrect format</del>
<del>07</del>	<del>Ship to State</del>	<del>State unavailable or incorrect format or zip does not match</del>
<del>08</del>	<del>Ship to Zip Code</del>	<del>Zip code unavailable or incorrect format</del>
<del>09</del>	<del>Ship to Zip Plus</del>	<del>Zip plus unavailable or incorrect format</del>
<del>10</del>	<del>SKU</del>	<del>Stock keeping unit invalid</del>
<del>11</del>	<del>Amount of Sale</del>	<del>Amount of sale incorrect format or missing</del>
<del>12</del>	<del>Entire Record</del>	<del>Improper record</del>

The last 5 uploads (both error and results files) will always be available for re-download.

~~**G. Completion of testing.** After accuracy of tax calculations has been verified, end-to-end testing shall be performed. The output from end-to-end testing shall be the completion and filing with the testing state of the following transactions in test mode.~~

- ~~\_\_\_\_\_ 1. Simplified Electronic Return (SER)~~
- ~~\_\_\_\_\_ 2. Information Report (IR)~~
- ~~\_\_\_\_\_ 3. Electronic Payment (remittance)~~

~~— End-to-end testing shall be accomplished by using the same test decks used to verify accuracy of tax calculations and by using the .csv upload/download process and format. Transactions shall flow through the complete system and back to the testing state. Testing transactions shall be conducted as if they are live production transactions.~~

~~— Transaction details shall be available through the SST Administrative Site by state through a log in process for all testing as well as live transactions.~~

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~~—These transactions will be used to confirm the process is accurate and conforms to the SST Guidelines defined through the TIGERS group in the SST Implementation Guide. Each transaction shall have a unique system identification number. The data submitted and the data returned shall be saved as the transaction details. The agent shall be responsible for testing the results file through their own system as a test independent from this process.~~

~~**H. State responsibilities.**—The testing state has the responsibility to thoroughly and completely test all functions provided by the CAS applicant. The batch test deck should contain sufficient volume to represent the actual number of transactions that would reasonably flow through the system. The test deck should represent transactions applicable to the state and utilize the format listed above. A full six-month or one-year batch test deck may be appropriate. Testing should cover the range of sellers doing business in the state. All types of registered sellers should be represented.~~

~~—The testing state shall have and utilize upload on demand capabilities to test CAS applicant functionality and accuracy through the submission, retrieval and analysis of that state's test deck transactions. Additionally as the process matures, this can be used to conduct end-to-end processing for returns, remittances and information reports that should be tested for each six-month or year period. As issues arise, the state CAS administrator should utilize the CAS applicant Administration Site to report and log errors and other issues.~~

~~—The testing state has the responsibility to test updated exemptions, jurisdictions, rates and stock keeping units that have been submitted through the change control process. These updates should be tested prior to the effective date to insure correctness upon implementation.~~

~~—The testing state should be able to clear the testing environment and do a total system reset for the state when appropriate.~~

~~**I. CAS applicant responsibilities.**—The CAS applicant shall provide a web-enabled site that is capable of single online entry as well as receiving and computing state test decks as described above. This site shall be available 24 x 7 x 365. The site shall be capable of processing a~~

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~~full volume, six-month or year test deck for the testing state including the calculation of exemptions and taxes. In addition, the CAS applicant and individual states shall be prepared to test this site by performing testing for end-to-end processing of returns, remittances and information reports for the testing state for a six-month or year period.~~

~~Each CAS applicant shall configure their systems to provide a state administrative site to be used to report and log errors. The CAS applicant must support this administrative site for all member states. The CAS applicant can have an independent look but the data supported by all sites shall be the same. It is the responsibility of the CAS applicant to make updates to exemptions, jurisdictions, rates and stock keeping units (SKU) that have been submitted through the change control process or through the administration site. Updates for error handling on problematic sourcing and taxing issues such as unique addresses and exemption of specific product codes must also be able to be made through the administration site.~~

~~**J. Single online entry screen.** A single web-based, password-protected, online entry screen shall be available for states to use to quickly enter single transactions to test sourcing and tax calculations to verify the results from any transaction submitted. This functionality is to quickly establish problems with the CAS applicant engine to accurately calculate and return a response on a single transaction for each individual state and the unique processing requirements for that state's sourcing and taxing rules.~~

~~**K. SST Ids for testing.** The states have been provided 50 SST Ids as registered sellers which will allow for testing against the taxability matrix, exempt sales and local jurisdictions. See Section N.~~

~~This is for testing both in the certification process and post-implementation process. These SST Ids will be assigned for the duration of the existence of the CAS applicant so that the states can maintain a clean test environment with established SST Ids throughout. These SST Ids should be readily identifiable so they are not commingled with production transactions.~~

~~The test SST Ids shall test the production engine through the CAS applicant testing process by the CAS Administrators.~~

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~~L. Sales product matrix. The SKUs in this matrix are accurate as of the effective date of this rule. The matrix and SKUs may be updated as determined by the Governing Board.~~

<b>SKU</b>	<b>Administrative definitions</b>
-	<b>Sales price</b>
10010	Charges by the seller for any services necessary to complete the sale other than delivery and installation
10070	Telecommunication nonrecurring charges
10040	Installation charges
10060	Credit for trade-in
-	-
-	<b>Delivery charges</b>
11000	Handling, crating, packing, preparation for mailing or delivery, and similar charges
11010	Transportation, shipping, postage, and similar charges
11020	Delivery charges for direct mail
-	-
-	<b>Sales Tax Holidays</b>
20060	Energy star qualified product
20070	School supply
20080	School art supply
20090	School instructional material
20100	School computer supply
20110	Computers
30040	Prewritten computer software
20010	Clothing
20040	Sport and Recreational Equipment
-	-
-	<b>Product definitions</b>
-	<b>Clothing and related products</b>
20010	Clothing
20050	Fur clothing
20020	Clothing accessories or equipment
20030	Protective equipment
20040	Sport or recreational equipment
-	-
-	<b>Computer related products</b>
30100	Computer
30015	Computer software (both prewritten and non-prewritten)
30025	Computer software (both prewritten and non-prewritten) delivered electronically
30035	Computer software (both prewritten and non-prewritten) delivered via load and leave
30040	Prewritten computer software
30050	Prewritten computer software delivered electronically
30060	Prewritten computer software delivered via load and leave

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-	-
-	<b>Digital Product Definitions</b>
31000	Products Transferred Electronically
31010	Specified Digital Products (with rights of permanent use)
31020	Specified Digital Products (with rights of less than permanent use)
31030	Specified Digital Products (with rights conditioned on continued payments)
31040	Digital Audio Visual Works (with rights for permanent use)
31050	Digital Audio Visual Works (with rights of less than permanent use)
31060	Digital Audio Visual Works (with rights conditioned on continued payments)
31070	Digital Audio Works (with rights for permanent use)
31080	Digital Audio Works (with rights of less than permanent use)
31090	Digital Audio Works (with rights conditioned on continued payments)
31100	Digital Books (with rights for permanent use)
31110	Digital Books (with rights of less than permanent use)
31120	Digital Books (with rights conditioned on continued payments)
-	-
-	-
-	<b>Food and food products</b>
40030	Food and food ingredients excluding alcoholic beverages and tobacco
40040	Candy
40020	Dietary Supplements
40050	Soft Drinks
40040	Food sold through vending machines
41000	Prepared Food
-	-
-	<b>Prepared food options</b>
41010	Food sold without eating utensils provided by the seller whose primary NAICS classification is manufacturing in sector 311, except subsector 3118 (bakeries)
41020	Food sold without eating utensils provided by the seller in an unheated state by weight or volume as a single item
41030	Bakery items sold without eating utensils provided by the seller, including bread, rolls, buns, biscuits, bagels, croissants, pastries, donuts, Danish, cakes, tortes, pies, tarts, muffins, bars, cookies, tortillas
-	-
-	<b>Health-care products</b>
-	<b>Drugs</b>
51030	Drugs (both human and animal use) without a prescription
51040	Drugs (both human and animal use) with a prescription
51010	Drugs for human use without a prescription
51020	Drugs for human use with a prescription
51070	Insulin (both human and animal use) without a prescription
51080	Insulin (both human and animal use) with a prescription
51050	Insulin for human use without a prescription
51060	Insulin for human use with a prescription
51110	Medical oxygen (both human and animal use) without a prescription

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51120	Medical oxygen (both human and animal use) with a prescription
51090	Medical oxygen for human use without a prescription
51100	Medical oxygen for human use with a prescription
51150	Over-the-counter drugs (both human and animal use) without a prescription
51160	Over-the-counter drugs (both human and animal use) with a prescription
51130	Over-the-counter drugs for human use without a prescription
51140	Over-the-counter drugs for human use with a prescription
51180	Grooming and hygiene products (both human and animal use)
51170	Grooming and hygiene products for human use
51190	Drugs for human use to hospitals and other medical facilities
51200	Prescription drugs for human use to hospitals and other medical facilities
51210	Drugs for animal use to veterinary hospitals and other animal medical facilities
51220	Prescription drugs for animal use to hospitals and other animal medical facilities
51230	Taxable and nontaxable drugs bundled together
51240	Free samples of drugs for human use
51250	Free samples of prescription drugs for human use
51260	Free samples of drugs for animal use
51270	Free samples of prescription drugs for animal use
-	-
-	<b>Durable medical equipment</b>
52010	Durable medical equipment without a prescription
52020	Durable medical equipment with a prescription
52030	Durable medical equipment paid for by Medicare
52040	Durable medical equipment reimbursed by Medicare
52050	Durable medical equipment paid for by Medicaid
52060	Durable medical equipment reimbursed by Medicaid
52070	Durable medical equipment for home use without a prescription
52080	Durable medical equipment for home use with a prescription
52090	Durable medical equipment for home use paid for by Medicare
52100	Durable medical equipment for home use reimbursed by Medicare
52110	Durable medical equipment for home use paid for by Medicaid
52120	Durable medical equipment for home use reimbursed by Medicaid
52130	Oxygen delivery equipment without a prescription
52140	Oxygen delivery equipment with a prescription
52150	Oxygen delivery equipment paid for by Medicare
52160	Oxygen delivery equipment reimbursed by Medicare
52170	Oxygen delivery equipment paid for by Medicaid
52180	Oxygen delivery equipment reimbursed by Medicaid
52190	Oxygen delivery equipment for home use without a prescription
52200	Oxygen delivery equipment for home use with a prescription
52210	Oxygen delivery equipment for home use paid for by Medicare
52220	Oxygen delivery equipment for home use reimbursed by Medicare
52230	Oxygen delivery equipment for home use paid for by Medicaid
52240	Oxygen delivery equipment for home use reimbursed by Medicaid
52250	Kidney dialysis equipment without a prescription

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52260	Kidney dialysis equipment with a prescription
52270	Kidney dialysis equipment paid for by Medicare
52280	Kidney dialysis equipment reimbursed by Medicare
52290	Kidney dialysis equipment paid for by Medicaid
52300	Kidney dialysis equipment reimbursed by Medicaid
52310	Kidney dialysis equipment for home use without a prescription
52320	Kidney dialysis equipment for home use with a prescription
52330	Kidney dialysis equipment for home use paid for by Medicare
52340	Kidney dialysis equipment for home use reimbursed by Medicare
52350	Kidney dialysis equipment for home use paid for by Medicaid
52360	Kidney dialysis equipment for home use reimbursed by Medicaid
52370	Enteral feeding systems without a prescription
52380	Enteral feeding systems with a prescription
52390	Enteral feeding systems paid for by Medicare
52400	Enteral feeding systems reimbursed by Medicare
52410	Enteral feeding systems paid for by Medicaid
52420	Enteral feeding systems reimbursed by Medicaid
52430	Enteral feeding systems for home use without a prescription
52440	Enteral feeding systems for home use with a prescription
52450	Enteral feeding systems for home use paid for by Medicare
52460	Enteral feeding systems for home use reimbursed by Medicare
52470	Enteral feeding systems for home use paid for by Medicaid
52480	Enteral feeding systems for home use reimbursed by Medicaid
52490	Repair and replacement parts which are for single patient use
-	-
-	<b>Mobility enhancing equipment</b>
53010	Mobility enhancing equipment without a prescription
53020	Mobility enhancing equipment with a prescription
53030	Mobility enhancing equipment paid for by Medicare
53040	Mobility enhancing equipment reimbursed by Medicare
53050	Mobility enhancing equipment paid for by Medicaid
53060	Mobility enhancing equipment reimbursed by Medicaid
-	-
-	<b>Prosthetic devices</b>
54010	Prosthetic devices without a prescription
54020	Prosthetic devices with a prescription
54030	Prosthetic devices paid for by Medicare
54040	Prosthetic devices reimbursed by Medicare
54050	Prosthetic devices paid for by Medicaid
54060	Prosthetic devices reimbursed by Medicaid
54070	Corrective eyeglasses without a prescription
54080	Corrective eyeglasses with a prescription
54090	Corrective eyeglasses paid for by Medicare
54100	Corrective eyeglasses reimbursed by Medicare
54110	Corrective eyeglasses paid for by Medicaid



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54120	Corrective eyeglasses reimbursed by Medicaid
54130	Contact lenses without a prescription
54140	Contact lenses with a prescription
54150	Contact lenses paid for by Medicare
54160	Contact lenses reimbursed by Medicare
54170	Contact lenses paid for by Medicaid
54180	Contact lenses reimbursed by Medicaid
54190	Hearing aids without a prescription
54200	Hearing aids with a prescription
54210	Hearing aids paid for by Medicare
54220	Hearing aids reimbursed by Medicare
54230	Hearing aids paid for by Medicaid
54240	Hearing aids reimbursed by Medicaid
54250	Dental prosthesis without a prescription
54260	Dental prosthesis with a prescription
54270	Dental prosthesis paid for by Medicare
54280	Dental prosthesis reimbursed by Medicare
54290	Dental prosthesis paid for by Medicaid
54300	Dental prosthesis reimbursed by Medicaid
-	-
-	<b>Telecommunications &amp; related products</b>
60010	Ancillary Services
60020	Conference bridging service
60030	Detailed telecommunications billing service
60040	Directory assistance
60050	Vertical service
60060	Voice mail service
-	-
-	<b>Telecommunications</b>
61000	Intrastate Telecommunications Service
61010	Interstate Telecommunications Service
61020	International Telecommunications Service
61030	International 800 service
61040	International 900 service
61050	International fixed wireless service
61060	International mobile wireless service
61070	International paging service
61080	International prepaid calling service
61090	International prepaid wireless calling service
61100	International private communications service
61110	International value-added non-voice data service
61120	International residential telecommunications service
61130	Interstate 800 service
61140	Interstate 900 service
61150	Interstate fixed wireless service

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61160	Interstate mobile wireless service
61170	Interstate paging service
61180	Interstate prepaid calling service
61190	Interstate prepaid wireless calling service
61200	Interstate private communications service
61210	Interstate value-added non-voice data service
61220	Interstate residential telecommunications service
61230	Intrastate 800 service
61240	Intrastate 900 service
61250	Intrastate fixed wireless service
61260	Intrastate mobile wireless service
61270	Intrastate paging service
61280	Intrastate prepaid calling service
61290	Intrastate prepaid wireless calling service
61300	Intrastate private communications service
61310	Intrastate value-added non-voice data service
61320	Intrastate residential telecommunications service
61330	Coin-operated telephone service
61340	Pay telephone service
61350	Local Service as defined by _____(state)

**M. — State SST Ids.**

State/Possession	Abbreviation	Beginning Number	Ending Number
ALABAMA	AL	S00001001	S00001050
ALASKA	AK	S00002001	S00002050
ARIZONA	AZ	S00003001	S00003050
ARKANSAS	AR	S00004001	S00004050
CALIFORNIA	CA	S00005001	S00005050
COLORADO	CO	S00006001	S00006050
CONNECTICUT	CT	S00007001	S00007050
DELAWARE	DE	S00008001	S00008050
DISTRICT OF COLUMBIA	DC	S00009001	S00009050
FLORIDA	FL	S00010001	S00010050
GEORGIA	GA	S00011001	S00011050
GUAM	GU	S00012001	S00012050
HAWAII	HI	S00013001	S00013050
IDAHO	ID	S00014001	S00014050
ILLINOIS	IL	S00015001	S00015050
INDIANA	IN	S00016001	S00016050
IOWA	IA	S00017001	S00017050
KANSAS	KS	S00018001	S00018050

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KENTUCKY	KY	S00019004	S00019050
LOUISIANA	LA	S00020004	S00020050
MAINE	ME	S00021004	S00021050
MARYLAND	MD	S00022004	S00022050
MASSACHUSETTS	MA	S00023004	S00023050
MICHIGAN	MI	S00024004	S00024050
MINNESOTA	MN	S00025004	S00025050
MISSISSIPPI	MS	S00026004	S00026050
MISSOURI	MO	S00027004	S00027050
MONTANA	MT	S00028004	S00028050
NEBRASKA	NE	S00029004	S00029050
NEVADA	NV	S00030004	S00030050
NEW HAMPSHIRE	NH	S00031004	S00031050
NEW JERSEY	NJ	S00032004	S00032050
NEW MEXICO	NM	S00033004	S00033050
NEW YORK	NY	S00034004	S00034050
NORTH CAROLINA	NC	S00035004	S00035050
NORTH DAKOTA	ND	S00036004	S00036050
OHIO	OH	S00037004	S00037050
OKLAHOMA	OK	S00038004	S00038050
OREGON	OR	S00039004	S00039050
		S00040004	S00040050
PENNSYLVANIA	PA	S00041004	S00041050
RHODE ISLAND	RI	S00042004	S00042050
SOUTH CAROLINA	SC	S00043004	S00043050
SOUTH DAKOTA	SD	S00044004	S00044050
TENNESSEE	TN	S00045004	S00045050
TEXAS	TX	S00046004	S00046050
UTAH	UT	S00047004	S00047050
VERMONT	VT	S00048004	S00048050
VIRGINIA	VA	S00049004	S00049050
WASHINGTON	WA	S00050004	S00050050
WEST VIRGINIA	WV	S00051004	S00051050
WISCONSIN	WI	S00052004	S00052050
WYOMING	WY	S00053004	S00053050
PUERTO RICO	PR	S00054004	S00054050

**N. Testing Central**

TC will report to the Executive Director of SST and will provide the following:

1. ~~Communication regarding changes to Certified Service Provider (CAS) systems and acceptance testing by member states.~~

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~~2. Historical data concerning system changes, testing dates, and dates changes were migrated into production for auditors and state administrators.~~

~~3. Communication between the CAS, TIGERS, and member states to ensure system and format changes are implemented in a timely manner.~~

~~4. Monitoring of any necessary system changes and testing of systems.~~

**~~Testing Central Responsibilities:~~**

~~1. Maintain up to date information on the certification, and testing status of potential automated systems.~~

~~2. Maintain contact lists of providers and member states.~~

~~3. Notify potential providers of member state change requests submitted on the appropriate change form and testing results.~~

~~4. Notify states of potential provider changes submitted on the appropriate change form that need regression testing.~~

~~5. Monitor testing time period for member states.~~

~~6. Notify appropriate parties of system change status (i.e., ready for testing, failed testing, production moves).~~

~~7. Review rates and boundaries databases for new states.~~

~~8. Provide reports upon request of outstanding and completed system changes.~~

~~9. Maintain system to capture complete change data. This will include backups of system.~~

~~10. Provide method of submitting change requests.~~

~~11. Provide method of communication to and between states and providers.~~

~~12. Ensure current testing documents are available for new states and vendors.~~

**~~State Responsibilities:~~**

~~1. Submit appropriate change forms to TC when any changes to programs are required.~~

~~2. Prepare test deck for potential provider to use in testing.~~

~~3. Ensure test transactions database is current with testing for all new tax changes for the member state.~~

~~4. Review the test results from the potential provider.~~

~~5. Notify TC and potential provider of changes in taxability matrix.~~

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~~6. Resources shall be readily available to resolve, correct, retest, and restore corrected application components into the test environment during testing.~~

~~7. Submit and keep current names and contact information of individuals authorized to submit change requests, approve test results and receive communications from Testing Central on status changes.~~

~~8. Communicate all actions that will change the status of a change request (i.e. testing failure, pass/fail of change, production date etc.).~~

**CAS applicant Responsibilities:**

~~1. Maintain the test transactions database provided by the member states.~~

~~2. Make updates to the test transactions database as they are sent from the member states.~~

~~3. Provide member states with reports of all testing changes completed.~~

~~4. Changes shall be completed and testing reports ready to send to member states within the agreed upon number of days prior to the implementation date of the changes.~~

~~5. Potential provider resources will be readily available during testing to facilitate understanding and testing of the application and to resolve, correct, retest, and restore corrected application components into the test environment.~~

~~6. Submit on an appropriate form all system changes generated by the potential provider involving systems used in the calculation return processing or informational return processing.~~

~~7. Accept only state requested system changes submitted through TC on the approved form.~~

~~8. Communicate with TC any actions that will change the status of a change request (i.e. testing failure, pass/fail of change, production date, etc.).~~

~~9. Provide and keep current a list of individuals authorized to submit change requests, report on status changes, and provide assistance for testing questions.~~

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**Appendix E**

**Testing Process for Certification of Service Providers and Automated  
Systems**

**For purpose of this Appendix the following terms and abbreviations  
are used:**

- Testing Central - TC
- Certified Service Provider - CSP
- Certified Automated System - CAS
- Certified Automated System Provider - CAS Provider
- CSP or CAS Applicants - CSP or CAS candidate

**A. Purpose of testing.**

System testing and certification takes place prior to the Streamlined Sales Tax Governing Board Inc. (SSTGB) executing a contract with a CSP or a CAS provider and testing is ongoing as laws and rules change. The testing process determines the accuracy of data receipt (information from test decks), determination of tax jurisdictions, tax application, exemptions and deductions, tax calculations, and completion and transmission of the SER, including the Financial Transaction. Ongoing testing reviews systems for accuracy after system changes, updates to tax rules, and boundary and rate table changes. The testing process will test and certify data receipt, data security, determination of tax jurisdictions, determination of exemptions and accurate tax calculation.

Testing involves methods that determine that the proper results are obtained from the system and remitted to the member states.

The SSUTA and contract allows a CSP and Model 2 Seller liability relief in all member states for certain transactions processed by the CSP or a CAS.

Liability relief is provided for:

- not collecting sales or use taxes resulting from the CSP or Model 2 seller relying on the certification provided by the member state. (SSUTA Section 502)
- errors resulting from relying on the state's tax rates, boundaries, or taxing jurisdiction assignments. (SSUTA Section 306)
- errors resulting from relying on erroneous data provided by the member state in the taxability matrix. (SSUTA Section 328)

Areas not reviewed in the certification process and not included in the liability relief are:

- Certification does not mean a Model 2 seller has properly set up and integrated the CAS software with its system.

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- Certification does not include mapping of the seller's products to the codes and tax rules of the CSP or CAS.
- Certification does not include tax rules updates or changes not approved by the state.
- Certification does not review to determine if all transactions are processed through the CSP or CAS. Only transactions processed through the CSP or CAS receive liability relief.
- Certification does not cover the timely application of updates.
- Certification may not cover all transactions a Model 2 seller may report on the SER. A Model 2 seller may add items not processed through the CAS and may adjust the amounts reported.

**B. Criteria to be tested.**

States will evaluate the following. ~~The following are to be evaluated during the testing process.~~

**1. Tax Rules**

- a. Products - Taxability and Exemptions
  - i. Tax rule hierarchy among competing rules
  - ii. Goods or service based special taxability
    - 1. Caps and Thresholds
  - iii. Delivery charges
  - iv. Sales Tax Holidays
    - 1. Products included
    - 2. Caps and Thresholds
    - 3. Transaction date
- b. User Exemptions - Taxable or Exempt
  - i. Exempt Users may include Direct Pay permit holders, resale, or other exemptions allowed on exemption certificate.

Minimum Requirements: The CSP or CAS must have tax rules in place that correspond with State Taxability Matrices.

Test Decks are for testing tax rules for product and administration definitions on the state's taxability matrix. (Section J.)

States may request a listing of all tax rules from a CSP or CAS provider for their review as needed.

Test Deck contains an indicator showing if a customer is taxable or exempt, it does not test the reason for exemption, the accurate completion of an exemption certificate, or when the exemption certificate is accepted.

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**2. Sourcing - Tax Rates**

- a. Determine proper taxing jurisdictions based on the state’s destination or origin sourcing rules.
  - i. State Jurisdiction
  - ii. Local Jurisdiction
  - iii. Enterprise Zones
  - iv. Special Taxing Jurisdictions
- b. Determine proper tax rates based on transaction date and jurisdiction.
- c. Determine proper reporting of tax to each jurisdiction.

Minimum Requirement: Jurisdiction information must meet the standard set by state in its Boundary Table. Tax Rates for each jurisdiction must comply with each state’s Rate Table. See Rates and Boundary Databases Instructional Paper, August 2005 - in Library on Streamlined salestax.org website.

**3. Tax Calculations**

- a. Uniform rounding rules (Section 324, SSUTA)
- b. Returns and credits (test calculation by using a negative amount of sale)
- c. Caps and thresholds

**4. SER**

- a. Completion of SER
- b. Completion of SER Part II - Exemption Information, if required by that state.
- c. Filing of SER to include the transmission to the State using the standard protocol approved by the Governing Board.
- d. Remittance using SER - Test accuracy in completing the financial transaction. No funds are transferred during testing.

Testing the SER is to be completed prior to certification of a CSP or CAS candidate and prior to implementation of changes to the SER Schema.

- ~~1. Jurisdictional boundaries (determination of taxing jurisdiction)~~
- ~~2. Tax type (sales vs. use)~~
- ~~3. Tax rates~~
- ~~4. Compliance with uniform definitions~~
- ~~5. Taxability and product-based exemptions~~
- ~~6. Goods or service based special taxability~~
- ~~7. Transactional date of the taxable event~~



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- ~~8. Tax rule hierarchy among competing rules~~
- ~~9. Date effective, including sales tax holidays~~
- ~~10. Caps and thresholds~~
- ~~11. Delivery charges~~
- ~~12. Discounts~~
- ~~13. Bad debts~~
- ~~14. Returns and credits~~
- ~~15. Exemptions and deductions~~
- ~~16. Enterprise zones~~
- ~~17. Direct pay permit holders~~
- ~~18. Updates to the system (Taxability Matrix changes – new SKUs)~~
- ~~19. Refunds from the seller to the customer~~
- ~~20. Uniform sourcing rules~~
- ~~21. Exemption processing and reporting, including change processes~~
- ~~22. Uniform rounding rules~~
- ~~23. Tax calculation~~
- ~~24. Tax remittance procedures~~
- ~~25. Tax reporting procedures~~
- ~~26. On-going, real-time testing~~
- ~~27. Data accuracy~~
- ~~28. Output report review~~

**C. CSP or CAS Self Evaluation Prior to Testing by States.**

Testing should begin when

- ~~1. The CSP candidate determines their system is ready complete;~~
- ~~2. The single online system entry screen is ready (see section D);~~
- ~~3. The candidate completes a self-evaluation by running a test deck provided by TC to determine if the system produces the expected results. The upload/download process is ready (see section D);~~
- ~~4. CSP candidate has completed their system testing;~~
- ~~5. State test data is prepared.~~

**D. CSP and CAS Online System.**

An online system must be provided by a candidate during the test phase and must be provided by the CSP or CAS provider on an ongoing basis to use in day to day testing and testing when changes to the systems are made. This site shall be available 24/7.

**Online entry screen.** A web-based, password-protected, online entry and upload/download screen shall be available and allow states the capability to

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enter transactions to test sourcing, tax calculations and verify the results. This functionality allows the state to quickly identify problems with the CSP or CAS provider/candidate tax engine to accurately calculate and return a response on a transaction for each individual state and the unique processing requirements for that state's sourcing and taxing rules.

The online screen will have a minimum of the following features as found in most shopping carts:

Order received address  
Ship to address  
Shipping method  
SKU number  
Gross sales price  
Taxing jurisdiction(s)  
Tax rate(s)  
Tax calculation

**Upload/Download abilities.** The web-enabled site must be capable of receiving the test decks as described in (E), computing the output, and return the output files.

**ED. Test Transactions (Test Deck). Preparation of test transactions.**  
The test transactions (Test Deck) are used to review sourcing, tax rates, tax calculations, and product or definition taxability based on the SKU Matrix. (Section L.) The test deck also provides data to be used in testing the SER.

The test deck should include correct and erroneous transactions, which represent the entire range of anticipated errors such as incorrect addresses and missing data.

Test decks should be of sufficient size to accommodate all types of transactions the state can test in this process. The size of the test decks will vary depending on state's needs. States with a single tax rate may not need to do as extensive sourcing testing as states with many tax jurisdictions.

States may choose to include all types of transactions in one test deck. A state may also begin testing with a smaller test deck to test sourcing and rates. As testing progresses, the state can include additional transactions to test product taxability (SKUs) and exempt customers or they may choose to have multiple test decks. A test deck may test basic boundary and rate issues, complex issues, SKU taxability or any combination of these issues.

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**Submission of Test Decks.** Test decks are submitted to the CSP or CAS candidate, CSP or CAS provider directly by the state or by TC.

- Candidate Self-evaluation: TC will forward test decks and test deck expected results from each state to the candidate for use in evaluating the candidates system prior to testing by the states.
- Certification Process: States will send their test deck to the CSP or CAS candidates as needed.
- Quarterly Testing: TC compiles test decks from each state into one test deck. TC sends the test deck to all CSPs by the first of the month prior to the start of each calendar quarter. The quarterly test deck is to verify changes in new rate and boundary tables posted quarterly and taxability of SKUs.
- Ongoing Change Requests: States will send their test decks to the CSP or CAS provider as needed to verify changes made or requested by the state, CSP, or CAS provider.

**File Format:** The Test Deck will be transactions used to test the ~~CSP~~ candidate shall be compiled into ~~spreadsheets (Test Decks)~~ to be submitted through the ~~upload/download process~~ in a comma delimited text format (.csv) with no header row, and with the following fields in the following order. Do not embed any commas in any field.

The test deck fields, format, and record length, and in the required order are listed below.

Field Number	Field Name	Description	Format	Length	Mandatory Field
1	Date	Transaction date	CCYYMMDD	8	N
2	Record Number	Identifying number	Numeric	8	Y
3	Retailer SSTID	Retailer SSTID	Alpha/Numeric	9	Y
4	Retailer Location ID	Retailer Location ID	Alpha/Numeric	9	N
5	Retailer State	State where retailer is located	alpha	2	N
6	Delivery Method	Is delivery in seller vehicle?	Y/N	1	N
7	Customer Entity Code	Is customer taxable?	T/E	1	Y
8*	Order Received Address	Street name, number, or PO Box	Alpha/Numeric	40	N
9*	Order Received Suite	Suite, Apt, Lot	Alpha/Numeric	40	N

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10*	Order Received City	Name of city	Alpha	40	N
11*	Order Received State	2 character state abbreviation	Alpha	2	N
12*	Order Received Zip Code	5 character zip code	Numeric	5	N
13*	Order Received Zip Plus	4 character zip extension	Numeric	4	N
14	Ship to Address	Street name, number, or PO Box	alpha/numeric	40	Y
15	Ship to Suite	Suite, Apt, Lot	alpha/numeric	40	N
16	Ship to City	Name of city	alpha	40	Y
17	Ship to State	2 character state abbreviation	alpha	2	Y
18	Ship to Zip Code	5 character zip code	numeric	5	Y
19	Ship to Zip Plus	4 character zip extension	numeric	4	N
20	SKU	Stock keeping unit	numeric	19	N
21	Amount of Sale	Total amount of sale	numeric	15 including 2 decimals	Y

**\* Fields 8 through 13 are only to be used by states having origin sourcing for in-state sales.**

During processing, the SKU and Customer Entity Code shall be used as follows:

- SKU & 'T' = Taxable unless SKU is Check SKU with matrix, if coded as E then exempt on Tax Matrix, if not, taxable
- SKU & 'E' = Exempt (Customer provided exemption certificate, does not matter if SKU is taxed or exempt)
- No SKU & 'T' = Taxable (If SKU is not listed, default is the product is taxable)
- No SKU & 'E' = Exempt (Customer provided exemption certificate, does not matter if SKU is taxed or exempt)

~~Entries in the test deck shall accurately represent actual business transactions. The testing state shall establish a test deck of at least 100 transactions (using some or all of the SST Id's set up by the CSP candidate) to represent a core set of retailers based on the types of retailers doing business in the testing state.~~

~~The purpose of the test deck is to validate rates, boundaries, tax calculations and SKU taxability. The test deck should represent the following types of transactions. A single entry may test more than one type of transaction. Each SKU should appear in the test deck in order to validate the proper tax calculation. An explanation of each field and what can be tested with that field is as follows. A single entry may test for more than one issue, for example you may test sourcing, rates, and taxability in one entry.~~

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1. Date - Date of the transaction
  - a. Blank dates will be populated with current date by CSP or CAS provider.
  - b. Dates may be used to:
    - i. Test for rate changes - by entering a date prior to rate change and one after the rate change.
    - ii. Test for tax rates on returned items purchased prior to a rate change - Use a negative amount for the return amount and a date prior to the rate change (to represent the purchase date).
2. Record Number
  - a. Missing or nonnumeric record numbers will generate errors.
3. Seller SSTID (See section K)

Seller SSTIDs are provided for each state to use in the Test Deck. States may use some or all of the Seller SSTIDs for that state.
4. Seller Location ID
5. Seller State
  - a. State seller is located in, may be different from state where order is received.
  - b. In-State Seller – determined by seller state versus ship to state.
  - c. Out-of-State Seller – determined by seller state versus ship to state.
6. Delivery Method - No longer used
7. Customer Entity Code
  - a. Identifies taxable or exempt customers.
    - i. T - Taxable customer
    - ii. E - Exempt Customer
    - iii. Include both T and E codes in the test deck
    - iv. Does not check validity of exemption - completed exemption certificate, exempt entity, prescription provided, etc.
8. to 13. Order Received Address
  - a. Tests sourcing for origin states
    - i. Include vendors receiving orders in state with deliveries in and out of state
    - ii. Include vendors receiving orders out of state with delivers in and out of state
  - b. States with destination sourcing do not use fields 8 to 13

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14. to 19. Ship to Address

- a. Tests sourcing for destination states
- b. Tests sourcing for out-of-state deliveries for origin states
  - i. Include delivery addresses in and out of state.
  - ii. Include vendors with addresses in and out of state.

Address information in fields 8-19 is used to test sourcing -- determines which jurisdictions receive tax on the transaction. States may choose to include transactions from all jurisdictions or a sampling of jurisdictions. Transactions should be included from jurisdictions that impose tax and those that do not impose tax.

States that have complex boundary identification issues should include addresses that encompass multiple jurisdictions or cross city, county, and zipcode boundaries. All levels of address must be represented, street, zip4 and 5 digit zip.

Jurisdiction testing should return the FIPS code for each jurisdiction for that address. The FIPS code is used to determine the tax rates. The tax table has rates listed by FIPS code.

Watch for:

Sourcing - is it based on order received address or ship to address (origin or destination sourcing)

Use of address level information (must be exact match to boundary table information)

Use of zip 4 information (if address level does not match)

Use of zip information (if no address or zip4 match) - this will return the lowest tax rate for that zip code.

If the test deck addresses are not run through a CASS and the addresses are not in proper format or zip4 is missing, they will probably not match to the correct jurisdictions. If USPS does not deliver to an address, that address will not have a Zip4. Most CASS systems will not correct the format of an address not in the USPS system. However, other delivery companies may make delivery to the address. Testing for address without Zip4 will only match if address is exactly as in the boundary table. Testing should be done for PO Boxes as products can be shipped to a PO Box. A PO Box should have a Zip4, a match should be made at that level.

20. SKU

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- a. Tests taxability of products and administrative definitions in SSUTA using SKUs from Sales Product Matrix (section L). Results should correspond with the state's Taxability Matrix.
- b. Include all SKUs in the test deck to validate proper tax application.

**21. Amount of Sale**

- a. Use a variety of sales amounts.
  - i. Large and small dollar amounts, including cents.
  - ii. Positive and negative amounts.
- b. Test for:
  - i. Tax calculation
  - ii. Rounding rules

~~1. Retailer Type~~

~~In-State Seller – determined by retailer state versus ship to state  
Out-of-State Seller – determined by retailer state versus ship to state~~

~~–~~

~~2. Customer Type – determined by customer entity code field~~

~~Taxable Customer  
Exempt Customer~~

~~3. Product Type – determined by SKU~~

~~Taxable  
Exempt~~

~~(For testing purposes the SKU will be used to represent product type)~~

~~4. Tax Type – determined by retailer state versus testing state~~

~~Sales Tax (physical presence in the state)  
Use Tax (out-of-state sale)~~

~~5. Jurisdiction – determined from ship to address (Origin based when applicable) representative of jurisdictions within the testing state.~~

~~Complex boundary identification scenarios need to be included to test jurisdictions that cross city, county and zipcode boundaries (if applicable to the testing state).~~

~~6. Transaction Date – determined by date (blank dates will be populated with current date by GSP) – Various dates need to be used which will represent actual transactions dates~~

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~~Dates need to cross quarters to test rate changes~~

~~7. Address — determined by address fields~~

~~All three levels should be represented:~~

~~street and city with zip code +4~~

~~5-digit zip code~~

~~zip code +4~~

~~8. Sales Amount — the sales amount should realistically represent the transaction being tested~~

~~9. Problematic Transactions — both good and problematic transactions should be included. The entire range of anticipated errors should be represented in order to test error handling.~~

~~The test decks for use with either upload/download process eventually could grow to 10,000 transactions per state. In the beginning of the testing process, the test decks will be much smaller in order to verify the accuracy on a small volume of test transactions. These test deck transactions shall test each of the jurisdictions within the testing state. Every type of exempt sale must be represented in the test deck transactions along with non-exempt transactions. Sales amounts must be varied and realistically represent the type of transaction being tested. All three levels of address submission must also be represented. The three levels of addresses are: 1) street and city with zip code +4; 2) 5-digit zip code; and 3) zip code +4. Make-up of the testing state's test deck must be all encompassing of both good and problematic transactions, which represent the range of errors expected.~~

~~**E. Submission of test transactions.** Test decks shall be submitted to the CSP candidate or CSP. Upon completion of processing, the CSP candidate or CSP shall notify the state that the updated test deck is available for retrieval. The testing state shall retrieve the data and compare the actual results with the expected results. Each retrieval shall consist of two files available for download, one shall contain the records with errors and the other shall contain the results of the processed records.~~

**F. Test Deck Output.**

**Test Deck Output Transmission**



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- Test Decks submitted online: Upon completion of processing, the candidate, CSP, or CAS provider shall notify the state that the Test Deck Output files are available for retrieval on their online site. The testing state will download the data and compare the actual results with the expected results.
- Test Decks submitted Quarterly by TC: The CSP or CAS provider will send the Test Deck Output files to TC no later than 15 days prior to the beginning of the tested quarter. TC will send the file to the states to review. Any changes sent to the CSP or CAS after the 1<sup>st</sup> of the month will be individually tested with that state.

The resulting Test Deck Output files will consist of two files:

1. Results - Transaction records with jurisdiction and rate results
2. Errors – Transaction records with errors

**File Names:** Resulting CSP test deck output files will follow this naming convention:

014TD20100101R.csv  
014TD20100101E.csv

First three digits will be the last three digits of the CSP SSTID, 'TD' indicates test deck, date (YYYYMMDD) test was completed. Last field will be a 'R' for results or 'E' for errors.

**File Format:** The Test Deck Output files will be in a comma delimited text format (.csv) with no header row. Do not embed any commas in any field.

**F. Results File.** Each row of the results file shall contain the original-uploaded data plus fields appended with the results. The Results file fields, format, record length, and required order are listed below. in the following format:

Number	Field Name	Description	Format	Length
1	Date	Transaction date	YYYYMMDD	8
2	Record Number	Identifying number	Numeric	8
3	Retailer SST ID	Retailer SST ID	Alpha/numeric	9
4	Retailer Location ID	Retailer Location ID	Alpha/numeric	9
5	Retailer State	State where retailer is located	Alpha	2
6	Delivery Method	Is delivery in seller vehicle?	Y/N	1
7	Customer Entity Code	Is customer taxable?	T/E	1
8*	Order Received Address	Street name, number, or PO Box	Alpha/Numeric	40

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9*	Order Received Suite	Suite, Apt, Lot	Alpha/Numeric	40
10*	Order Received City	Name of city	Alpha	40
11*	Order Received State	2 character state abbreviation	Alpha	2
12*	Order Received Zip Code	5 character zip code	Numeric	5
13*	Order Received Zip Plus	4 character zip extension	Numeric	4
14	Ship to Address	Street name, number, or PO Box	Alpha/numeric	40
15	Ship to Suite	Suite, Apt, Lot	Alpha/numeric	40
16	Ship to City	Name of city	Alpha	40
17	Ship to State	2 character state abbreviation	Alpha	2
18	Ship to Zip Code	5 character zip code	Numeric	5
19	Ship to Zip Plus	4 character zip extension	Numeric	4
20	SKU	Stock keeping unit	Numeric	5
21	Total Sales Amount	Total amount of sale	Numeric	15 including 2 decimals
22	ResultType	0=good address used, 2=address unknown, fallback to zip	Numeric	1
23	Taxability Code	Taxable/Non-taxable flag for item	Y/N	1
24	FIPS Jurisdiction Code 1	First FIPS Jurisdiction Code	Numeric	5
25	FIPS Tax Rate 1	First FIPS Tax Rate	Numeric	6 including 5 decimals
26	FIPS Tax Amount 1	Numeric value representing tax for first FIPS	Numeric	15 including 2 decimals
27	FIPS Jurisdiction Code 2	Second FIPS Jurisdiction Code	Numeric	5
28	FIPS Tax Rate 2	Second FIPS Tax Rate	Numeric	6 including 5 decimals
29	FIPS Tax Amount 2	Numeric value representing tax for second FIPS	Numeric	15 including 2 decimals
30	FIPS Jurisdiction Code3	Third FIPS Jurisdiction Code	Numeric	5
31	FIPS Tax Rate 3	Third FIPS Tax Rate	Numeric	6 including 5 decimals
32	FIPS Tax Amount 3	Numeric value representing tax for third FIPS	Numeric	15 including 2 decimals
33	FIPS Jurisdiction Code 4	Fourth FIPS Jurisdiction Code	Numeric	5
34	FIPS Tax Rate 4	Fourth FIPS Tax Rate	Numeric	6 including 5 decimals
35	FIPS Tax Amount 4	Numeric value representing tax for fourth FIPS	Numeric	15 including 2 decimals
36	FIPS Jurisdiction Code 5	Fifth FIPS Jurisdiction Code	Numeric	5
37	FIPS Tax Rate 5	Fifth FIPS Tax Rate	Numeric	6 including 5 decimals
38	FIPS Tax Amount 5	Numeric value representing	Numeric	15 including

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		tax for fifth FIPS		2 decimals
39	FIPS Jurisdiction Code 6	Sixth FIPS Jurisdiction Code	Numeric	5
40	FIPS Tax Rate 6	Sixth FIPS Tax Rate	Numeric	6 including 5 decimals
41	FIPS Tax Amount 6	Numeric value representing tax for sixth FIPS	Numeric	15 including 2 decimals
42	FIPS Jurisdiction Code 7	Seventh FIPS Jurisdiction Code	Numeric	5
43	FIPS Tax Rate 7	Seventh FIPS Tax Rate	Numeric	6 including 5 decimals
44	FIPS Tax Amount 7	Numeric value representing tax for seventh FIPS	Numeric	15 including 2 decimals
45	FIPS Jurisdiction Code 8	Eighth FIPS Jurisdiction Code	Numeric	5
46	FIPS Tax Rate 8	Eighth FIPS Tax Rate	Numeric	6 including 5 decimals
47	FIPS Tax Amount 8	Numeric value representing tax for eighth FIPS	Numeric	15 including 2 decimals
48	FIPS Jurisdiction Code 9	Ninth FIPS Jurisdiction Code	Numeric	5
49	FIPS Tax Rate 9	Ninth FIPS Tax Rate	Numeric	6 including 5 decimals
50	FIPS Tax Amount 9	Numeric value representing tax for ninth FIPS	Numeric	15 including 2 decimals
51	FIPS Jurisdiction Code 10	Tenth FIPS Jurisdiction Code	Numeric	5
52	FIPS Tax Rate 10	Tenth FIPS Tax Rate	Numeric	6 including 5 decimals
53	FIPS Tax Amount 10	Numeric value representing tax for tenth FIPS	Numeric	15 including 2 decimals
54	FIPS Jurisdiction Code 11	Eleventh FIPS Jurisdiction Code	Numeric	5
55	FIPS Tax Rate 11	Eleventh FIPS Tax Rate	Numeric	6 including 5 decimals
56	FIPS Tax Amount 11	Numeric value representing tax for eleventh FIPS	Numeric	15 including 2 decimals
57	FIPS Jurisdiction Code 12	Twelfth FIPS Jurisdiction Code	Numeric	5
58	FIPS Tax Rate 12	Twelfth FIPS Tax Rate	Numeric	6 including 5 decimals
59	FIPS Tax Amount 12	Numeric value representing tax for twelfth FIPS	Numeric	15 including 2 decimals
60	FIPS Jurisdiction Code 13	Thirteenth FIPS Jurisdiction Code	Numeric	5
61	FIPS Tax Rate 13	Thirteenth FIPS Tax Rate	Numeric	6 including 5 decimals
62	FIPS Tax Amount 13	Numeric value representing tax for thirteenth FIPS	Numeric	15 including 2 decimals

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63	FIPS Jurisdiction Code 14	Fourteenth FIPS Jurisdiction Code	Numeric	5
64	FIPS Tax Rate 14	Fourteenth FIPS Tax Rate	Numeric	6 including 5 decimals
65	FIPS Tax Amount 14	Numeric value representing tax for fourteenth FIPS	Numeric	15 including 2 decimals
66	FIPS Jurisdiction Code 15	Fifteenth FIPS Jurisdiction Code	Numeric	5
67	FIPS Tax Rate 15	Fifteenth FIPS Tax Rate	Numeric	6 including 5 decimals
68	FIPS Tax Amount 15	Numeric value representing tax for fifteenth FIPS	Numeric	15 including 2 decimals
69	FIPS Jurisdiction Code 16	Sixteenth FIPS Jurisdiction Code	Numeric	5
70	FIPS Tax Rate 16	Sixteenth FIPS Tax Rate	Numeric	6 including 5 decimals
71	FIPS Tax Amount 16	Numeric value representing tax for sixteenth FIPS	Numeric	15 including 2 decimals
72	FIPS Jurisdiction Code 17	Seventeenth FIPS Jurisdiction Code	Numeric	5
73	FIPS Tax Rate 17	Seventeenth FIPS Tax Rate	Numeric	6 including 5 decimals
74	FIPS Tax Amount 17	Numeric value representing tax for seventeenth FIPS	Numeric	15 including 2 decimals
75	FIPS Jurisdiction Code 18	Eighteenth FIPS Jurisdiction Code	Numeric	5
76	FIPS Tax Rate 18	Eighteenth FIPS Tax Rate	Numeric	6 including 5 decimals
77	FIPS Tax Amount 18	Numeric value representing tax for eighteenth FIPS	Numeric	15 including 2 decimals
78	FIPS Jurisdiction Code 19	Nineteenth FIPS Jurisdiction Code	Numeric	5
79	FIPS Tax Rate 19	Nineteenth FIPS Tax Rate	Numeric	6 including 5 decimals
80	FIPS Tax Amount 19	Numeric value representing tax for nineteenth FIPS	Numeric	15 including 2 decimals
81	FIPS Jurisdiction Code 20	Twentieth FIPS Jurisdiction Code	Numeric	5
82	FIPS Tax Rate 20	Twentieth FIPS Tax Rate	Numeric	6 including 5 decimals
83	FIPS Tax Amount 20	Numeric value representing tax for twentieth FIPS	Numeric	15 including 2 decimals
84	Total Sales Amount	Numeric value representing total sales amount	Numeric	15 including 2 decimals
85	Total Tax Amount	Sum of FIPS tax amounts 1 - 20	Numeric	15 including 2 decimals

**Error File**

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A record or file will error for such reasons as an incorrect number of record fields in the file, ~~no zip code in a record~~, fields (including blanks/nulls) that are not separated by commas and errors specific to the contents of the field. ~~The CSP candidate may also put~~ Questionable transactions should be included into the error file for further review.

The Error File fields, format, record length, and required order are listed below:  
~~structure of the error file is as follows:~~

Field Name	Description	Format	Length
Date	Transaction Date	YYYYMMDD	10
Record Number	Identifying number	Numeric	8
Seller SST ID	Seller SST ID	Alpha/Numeric	9
Seller Location ID	Seller Location ID	Alpha/Numeric	9
Seller State	State where seller is located	Alpha	2
Delivery Method	Is delivery in seller vehicle?	Y/N	1
Customer Entity Code	Is customer taxable?	T/E	1
Order Received Address	Street name, number, or PO Box	Alpha/Numeric	40
Order Received Suite	Suite, Apt, Lot	Alpha/Numeric	40
Order Received City	Name of city	Alpha	40
Order Received State	2 character state abbreviation	Alpha	2
Order Received Zip Code	5 character zip code	Numeric	5
Order Received Zip Plus	4 character zip extension	Numeric	4
Ship to Address	Street name, number, or PO Box	Alpha/Numeric	40
Ship to Suite	Suite, Apt, Lot	Alpha/Numeric	40
Ship to City	Name of city	Alpha	40
Ship to State	2 character state abbreviation	Alpha	2
Ship to Zip Code	5 character zip code	Numeric	5
Ship to Zip Plus	4 character zip extension	Numeric	4
SKU	Stock keeping code	Numeric	5
Total Sales Amount	Total amount of sale	Numeric	15 including 2 decimals
Error Code	Type of error	Numeric	2
Error Comments	Explanation of error	Alpha/Numeric	100

Error Codes and explanation of Code for use in the Error File.

Error Code	Error Field	Message
01	Date	Transaction date invalid format
02	<del>Reta</del> Seller SST ID	Retailer SST ID invalid or missing
03	<del>Reta</del> Seller State	State invalid
04	Ship to Address	Address unavailable or incorrect format
05	N/A	N/A
06	Ship to City	City unavailable or incorrect format

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07	Ship to State	State unavailable or incorrect format or zip does not match
08	Ship to Zip Code	Zip code unavailable or incorrect format
09	Ship to Zip Plus	Zip plus incorrect format
10	SKU	Stock keeping unit invalid
11	Amount of Sale	Amount of sale incorrect format or missing
12	Entire Record	Improper record
13	Customer Entity Code	Code missing
14	Record Number	Record number missing
15	Order Received Address	Address unavailable or incorrect format
16	Order Received to City	City in incorrect format
17	Order Received to State	State in incorrect format or zip does not match
18	Order Received to Zip Code	Zip code in incorrect format
19	Order Received to Zip Plus	Zip plus incorrect format

**H. End-to-End Testing.** After states verify accuracy of tax calculations, end-to-end testing should be performed. End-to-end testing allows the state to review the process from entry of the transaction through the transmission of the SER, including the financial transaction in test mode transmission to the State using the standard protocol approved by the Governing Board.

⋮

End-to-end testing may be done by using the same test decks used to verify accuracy of tax calculations or a state may choose to use a smaller test deck(s) to verify accuracy of SER for multiple or complex jurisdictions. The test deck should be checked for accurate results prior to testing the SER. The test deck is sent to the CSP or CAS candidate by using the CSP or CAS online system or by email as determined at that time.

The CSP or CAS candidate should process the test deck and complete the SER including applicable financial transaction information. The completed SER should be sent to the state in test mode as if it were an actual return being filed. The CSP or CAS candidate will need to contact each state to obtain information on where the SER test results are filed and any password or ID information the state may require. Each transaction shall have a unique system identification number. The data submitted and the data returned shall be saved as the transaction details. The state will verify if the SER is processed properly and the fields contain the correct data.

Testing is to confirm the process is accurate and conforms to the SST Guidelines. The official XML schemas can be found on the TIGERS website at <http://www.statemef.com>, under Projects, SST-Streamlined Sales Tax. The Implementation Guide on the SSTP website technology page provides details as to what is included in the schema.

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~~**G. Completion of testing.** After accuracy of tax calculations has been verified, end-to-end testing shall be performed. The output from end-to-end testing shall be the completion and filing with the testing state of the following transactions in test mode.~~

- ~~\_\_\_\_\_ 1. Simplified Electronic Return (SER)~~
- ~~\_\_\_\_\_ 2. Electronic Payment (remittance)~~

~~— End to end testing shall be accomplished by using the same test decks used to verify accuracy of tax calculations and by using the .csv upload/download process and format. Transactions shall flow through the complete system and back to the testing state. Testing transactions shall be conducted as if they are live production transactions.~~

~~— These transactions will be used to confirm the process is accurate and conforms to the SST Guidelines. Each transaction shall have a unique system identification number. The data submitted and the data returned shall be saved as the transaction details. The state shall be responsible for testing the results file through their own system as a test independent from this process.~~

~~**H. State responsibilities.** The testing state has the responsibility to thoroughly and completely test all functions provided by the CSP candidate or CSP.~~

~~— The testing state shall have and utilize upload on demand capabilities to test CSP candidate functionality and accuracy through the submission, retrieval and analysis of that state's test deck transactions. Additionally as the process matures, this can be used to conduct end-to-end processing for returns and to remittances that should be tested for each six month or year period.~~

~~— The testing state has the responsibility to test updated exemptions, jurisdictions, rates and stock keeping units that have been submitted through the change control process. These updates should be tested prior to the effective date to insure correctness upon implementation.~~

~~— The testing state should be able to clear the testing environment and do a total system reset for the state when appropriate.~~

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~~I. CSP responsibilities. The CSP candidate and CSP shall provide a web-enabled site that is capable of single online entry as well as receiving and computing state test decks as described above. This site shall be available 24 x 7 x 365.~~

~~It is the responsibility of the CSP candidate to make updates to exemptions, jurisdictions, rates and stock keeping units (SKU) that have been submitted through the change control process.~~

~~J. Single online entry screen. A single web-based, password-protected, online entry screen shall be available for states to use to quickly enter single transactions to test sourcing and tax calculations to verify the results from any transaction submitted. This functionality is to quickly establish problems with the CSP candidate engine to accurately calculate and return a response on a single transaction for each individual state and the unique processing requirements for that state's sourcing and taxing rules.~~

**IK. SST Ids for testing.**

Each state is provided with 50 SST IDs to use in the testing process. These SST IDs are readily identifiable so they will not be comingled with production transactions.

State/Possession	Abbreviation	Beginning Number	Ending Number
ALABAMA	AL	S00001001	S00001050
ALASKA	AK	S00002001	S00002050
ARIZONA	AZ	S00003001	S00003050
ARKANSAS	AR	S00004001	S00004050
CALIFORNIA	CA	S00005001	S00005050
COLORADO	CO	S00006001	S00006050
CONNECTICUT	CT	S00007001	S00007050
DELAWARE	DE	S00008001	S00008050
DISTRICT OF COLUMBIA	DC	S00009001	S00009050
FLORIDA	FL	S00010001	S00010050
GEORGIA	GA	S00011001	S00011050
GUAM	GU	S00012001	S00012050
HAWAII	HI	S00013001	S00013050
IDAHO	ID	S00014001	S00014050
ILLINOIS	IL	S00015001	S00015050
INDIANA	IN	S00016001	S00016050
IOWA	IA	S00017001	S00017050
KANSAS	KS	S00018001	S00018050
KENTUCKY	KY	S00019001	S00019050



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LOUISIANA	LA	S00020001	S00020050
MAINE	ME	S00021001	S00021050
MARYLAND	MD	S00022001	S00022050
MASSACHUSETTS	MA	S00023001	S00023050
MICHIGAN	MI	S00024001	S00024050
MINNESOTA	MN	S00025001	S00025050
MISSISSIPPI	MS	S00026001	S00026050
MISSOURI	MO	S00027001	S00027050
MONTANA	MT	S00028001	S00028050
NEBRASKA	NE	S00029001	S00029050
NEVADA	NV	S00030001	S00030050
NEW HAMPSHIRE	NH	S00031001	S00031050
NEW JERSEY	NJ	S00032001	S00032050
NEW MEXICO	NM	S00033001	S00033050
NEW YORK	NY	S00034001	S00034050
NORTH CAROLINA	NC	S00035001	S00035050
NORTH DAKOTA	ND	S00036001	S00036050
OHIO	OH	S00037001	S00037050
OKLAHOMA	OK	S00038001	S00038050
OREGON	OR	S00039001	S00039050
		S00040001	S00040050
PENNSYLVANIA	PA	S00041001	S00041050
RHODE ISLAND	RI	S00042001	S00042050
SOUTH CAROLINA	SC	S00043001	S00043050
SOUTH DAKOTA	SD	S00044001	S00044050
TENNESSEE	TN	S00045001	S00045050
TEXAS	TX	S00046001	S00046050
UTAH	UT	S00047001	S00047050
VERMONT	VT	S00048001	S00048050
VIRGINIA	VA	S00049001	S00049050
WASHINGTON	WA	S00050001	S00050050
WEST VIRGINIA	WV	S00051001	S00051050
WISCONSIN	WI	S00052001	S00052050
WYOMING	WY	S00053001	S00053050
PUERTO RICO	PR	S00054001	S00054050

~~The states have been provided 50 SST Ids as registered sellers which will allow for testing against the taxability matrix, exempt sales and local jurisdictions. See Section N.~~

~~This is for testing both in the certification process and post-implementation process. These SST Ids will be assigned for the duration of the existence of the CSP candidate so that the states can maintain a clean test environment with established SST Ids throughout. These SST~~

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~~Ids should be readily identifiable so they are not comingled with production transactions.~~

~~The test SST Ids shall test the production engine through the CSP candidate testing process by the CSP Administrators.~~

~~**L. Sales product matrix.** The SKUs in this matrix are accurate as of the effective date of this rule. The matrix and SKUs may be updated as determined by the Governing Board.~~

**J. Sales Product Matrix (SKU Matrix).**

The Certification Committee will maintain the Sales Product Matrix (SKU Matrix). TC will notify states, CAS providers, and CSPs when an updated SKU Matrix is available to use. The SKU matrix will correspond with products and administrative definitions included on the Taxability Matrix and may also include SKUs for products and administrative definitions approved but not yet included on the Taxability Matrix. States are responsible for notifying the CSP or CAS provider of the taxability of items not listed on their Taxability Matrix.

The SKUs correspond with Tax Matrix (SSTGB Form F0014) Revised May 2010.

<b>SKU</b>	<b>Administrative definitions</b>
	<b>Sales price</b>
<b>10010</b>	<b>Charges by the seller for any services necessary to complete the sale other than delivery and installation</b>
<b>10070</b>	<b>Telecommunication nonrecurring charges</b>
<b>10040</b>	<b>Installation charges</b>
<b>10060</b>	<b>Value of trade-in</b>
	<b>Delivery charges for personal property or services other than direct mail</b>
<b>11000</b>	<b>Handling, crating, packing, preparation for mailing or delivery, and similar charges</b>
<b>11010</b>	<b>Transportation, shipping, postage, and similar charges</b>
	<b>Delivery charges for direct mail</b>
<b>11020</b>	<b>Handling, crating, packing, preparation for mailing or delivery, and similar charges for direct mail</b>
<b>11021</b>	<b>Transportation, shipping, and similar charges for direct mail</b>
<b>11022</b>	<b>Postage for direct mail</b>
	<b>Sales Tax Holidays</b>
<b>20060</b>	<b>Energy star qualified product</b>
<b>20070</b>	<b>School supply</b>
<b>20080</b>	<b>School art supply</b>
<b>20090</b>	<b>School instructional material</b>

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20100	School computer supply
20110	Computers
20120	Prewritten computer software
20130	Clothing
20150	All Disaster preparedness supplies
20160	Disaster preparedness general supply
20170	Disaster preparedness safety supply
20180	Disaster preparedness food-related supply
20190	Disaster preparedness fastening supply
	<b>Product definitions</b>
	<b>Clothing and related products</b>
20010	Clothing
20015	Essential clothing priced below a state specific threshold
20050	Fur clothing
20020	Clothing accessories or equipment
20030	Protective equipment
20040	Sport or recreational equipment
	<b>Computer related products</b>
30100	Computer
30040	Prewritten computer software
30050	Prewritten computer software delivered electronically
30060	Prewritten computer software delivered via load and leave
30015	Non-prewritten (custom) computer software
30025	Non-prewritten (custom) computer software delivered electronically
30035	Non-prewritten (custom) computer software delivered via load and leave
	<b>Mandatory computer software maintenance contracts</b>
30200	Mandatory computer software maintenance contracts with respect to prewritten computer software
30210	Mandatory computer software maintenance contracts with respect to prewritten computer software which is delivered electronically
30220	Mandatory computer software maintenance contracts with respect to prewritten computer software which is delivered via load and leave
30230	Mandatory computer software maintenance contracts with respect to non-prewritten (custom) computer software
30240	Mandatory computer software maintenance contracts with respect to non-prewritten (custom) software which is delivered electronically
30250	Mandatory computer software maintenance contracts with respect to non-prewritten (custom) software which is delivered via load and leave
	<b>Optional computer software maintenance contracts</b>
30300	Optional computer software maintenance contracts with respect to prewritten computer software that only provide updates or upgrades with respect to the

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	software
30310	Optional computer software maintenance contracts with respect to prewritten computer software that only provide updates or upgrades delivered electronically with respect to the software
30320	Optional computer software maintenance contracts with respect to prewritten computer software that only provide updates or upgrades delivered via load and leave with respect to the software
30330	Optional computer software maintenance contracts with respect to non-prewritten (custom) computer software that only provide updates or upgrades with respect to the software
30340	Optional computer software maintenance contracts with respect to non-prewritten (custom) computer software that only provide updates or upgrades delivered electronically with respect to the software
30350	Optional computer software maintenance contracts with respect to non-prewritten (custom) computer software that only provide updates or upgrades delivered via load and leave with respect to the software
30360	Optional computer software maintenance contracts with respect to non-prewritten (custom) computer software that only provide support services to the software
30370	Optional computer software maintenance contracts with respect to non-prewritten (custom) computer software that provide updates or upgrades and support services to the software
30380	Optional computer software maintenance contracts with respect to non-prewritten (custom) computer software that provide updates or upgrades delivered electronically and support services to the software
30390	Optional computer software maintenance contracts with respect to non-prewritten (custom) computer software provide updates or upgrades delivered via load and leave and support services to the software
	Indicate your state's tax treatment for optional computer software maintenance contracts with respect to prewritten computer software sold for one non-itemized price that include updates and upgrades and/or support services. Use percentages in the taxable and exempt columns to denote tax treatment in your state. For example: if all taxable put 100% in the taxable column; if all nontaxable/exempt put 100% in the exempt column; if 50% taxable and 50% nontaxable/exempt put 50% in the taxable column and 50% in the exempt column.
30400	Optional computer software maintenance contracts with respect to prewritten computer software that provide updates or upgrades and support services to the software
30410	Optional computer software maintenance contracts with respect to prewritten computer software that provide updates and upgrades delivered electronically and support services to the software
30420	Optional computer software maintenance contracts with respect to prewritten computer software that provide updates and upgrades delivered via load and leave and support services to the software
30430	Optional computer software maintenance contracts with respect to prewritten computer software that only provide support services to the software

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	<b>Digital Product Definitions</b>
31000	Products Transferred Electronically
31040	Digital Audio Visual Works (with rights for permanent use)
31050	Digital Audio Visual Works (with rights of less than permanent use)
31060	Digital Audio Visual Works (with rights conditioned on continued payments)
31065	Digital Audio Visual Works sold to users other than the end user
31070	Digital Audio Works (with rights for permanent use)
31080	Digital Audio Works (with rights of less than permanent use)
31090	Digital Audio Works (with rights conditioned on continued payments)
31095	Digital Audio Works sold to users other than the end user
31100	Digital Books (with rights for permanent use)
31110	Digital Books (with rights of less than permanent use)
31120	Digital Books (with rights conditioned on continued payments)
31125	Digital Books sold to users other than the end user
	<b>Food and food products</b>
40030	Food and food ingredients excluding alcoholic beverages and tobacco
40010	Candy
40020	Dietary Supplements
40050	Soft Drinks
40060	Bottled Water
40040	Food sold through vending machines
41000	Prepared Food
	<b>Prepared food options</b>
41010	Food sold without eating utensils provided by the seller whose primary NAICS classification is manufacturing in sector 311, except subsector 3118 (bakeries)
41020	Food sold without eating utensils provided by the seller in an unheated state by weight or volume as a single item
41030	Bakery items sold without eating utensils provided by the seller, including bread, rolls, buns, biscuits, bagels, croissants, pastries, donuts, Danish, cakes, tortes, pies, tarts, muffins, bars, cookies, tortillas
	<b>Health-care products</b>
	<b>Drugs for human use</b>
51010	Drugs for human use without a prescription
51020	Drugs for human use with a prescription
51050	Insulin for human use without a prescription
51060	Insulin for human use with a prescription
51090	Medical oxygen for human use without a prescription
51100	Medical oxygen for human use with a prescription
51130	Over-the-counter drugs for human use without a prescription
51140	Over-the-counter drugs for human use with a prescription
51170	Grooming and hygiene products for human use

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51190	Drugs for human use to hospitals
51195	Drugs for human use to other medical facilities
51200	Prescription drugs for human use to hospitals
51205	Prescription drugs for human use to other medical facilities
51240	Free samples of drugs for human use
51250	Free samples of prescription drugs for human use
	<b>Drugs for animal use - in this section removed (both human and animal use) and made specific to animal use - kept same codes</b>
51030	Drugs for animal use without a prescription
51040	Drugs for animal use with a prescription
51070	Insulin for animal use without a prescription
51080	Insulin for animal use with a prescription
51110	Medical oxygen for animal use without a prescription
51120	Medical oxygen for animal use with a prescription
51150	Over-the-counter drugs for animal use without a prescription
51160	Over-the-counter drugs for animal use with a prescription
51180	Grooming and hygiene products for animal use
51210	Drugs for animal use to veterinary hospitals and other animal medical facilities
51220	Prescription drugs for animal use to hospitals and other animal medical facilities
51260	Free samples of drugs for animal use
51270	Free samples of prescription drugs for animal use
	<b>Durable medical equipment</b>
52010	Durable medical equipment without a prescription
52020	Durable medical equipment with a prescription
52030	Durable medical equipment with a prescription paid for by Medicare
52040	Durable medical equipment with a prescription reimbursed by Medicare
52050	Durable medical equipment with a prescription paid for by Medicaid
52060	Durable medical equipment with a prescription reimbursed by Medicaid
52070	Durable medical equipment for home use without a prescription
52080	Durable medical equipment for home use with a prescription
52090	Durable medical equipment for home use with a prescription paid for by Medicare
52100	Durable medical equipment for home use with a prescription reimbursed by Medicare
52110	Durable medical equipment for home use with a prescription paid for by Medicaid
52120	Durable medical equipment for home use with a prescription reimbursed by Medicaid
52130	Oxygen delivery equipment without a prescription
52140	Oxygen delivery equipment with a prescription
52150	Oxygen delivery equipment with a prescription paid for by Medicare

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52160	Oxygen delivery equipment with a prescription reimbursed by Medicare
52170	Oxygen delivery equipment with a prescription paid for by Medicaid
52180	Oxygen delivery equipment with a prescription reimbursed by Medicaid
52190	Oxygen delivery equipment for home use without a prescription
52200	Oxygen delivery equipment for home use with a prescription
52210	Oxygen delivery equipment for home use with a prescription paid for by Medicare
52220	Oxygen delivery equipment for home use with a prescription reimbursed by Medicare
52230	Oxygen delivery equipment for home use with a prescription paid for by Medicaid
52240	Oxygen delivery equipment for home use with a prescription reimbursed by Medicaid
52250	Kidney dialysis equipment without a prescription
52260	Kidney dialysis equipment with a prescription
52270	Kidney dialysis equipment with a prescription paid for by Medicare
52280	Kidney dialysis equipment with a prescription reimbursed by Medicare
52290	Kidney dialysis equipment with a prescription paid for by Medicaid
52300	Kidney dialysis equipment with a prescription reimbursed by Medicaid
52310	Kidney dialysis equipment for home use without a prescription
52320	Kidney dialysis equipment for home use with a prescription
52330	Kidney dialysis equipment for home use with a prescription paid for by Medicare
52340	Kidney dialysis equipment for home use with a prescription reimbursed by Medicare
52350	Kidney dialysis equipment for home use with a prescription paid for by Medicaid
52360	Kidney dialysis equipment for home use with a prescription reimbursed by Medicaid
52370	Enteral feeding systems without a prescription
52380	Enteral feeding systems with a prescription
52390	Enteral feeding systems with a prescription paid for by Medicare
52400	Enteral feeding systems with a prescription reimbursed by Medicare
52410	Enteral feeding systems with a prescription paid for by Medicaid
52420	Enteral feeding systems with a prescription reimbursed by Medicaid
52430	Enteral feeding systems for home use without a prescription
52440	Enteral feeding systems for home use with a prescription
52450	Enteral feeding systems for home use with a prescription paid for by Medicare
52460	Enteral feeding systems for home use with a prescription reimbursed by Medicare
52470	Enteral feeding systems for home use with a prescription paid for by Medicaid
52480	Enteral feeding systems for home use with a prescription reimbursed by Medicaid
52490	Repair and replacement parts for durable medical equipment which are for single patient use

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	<b>Mobility enhancing equipment</b>
53010	Mobility enhancing equipment without a prescription
53020	Mobility enhancing equipment with a prescription
53030	Mobility enhancing equipment paid for by Medicare
53040	Mobility enhancing equipment with a prescription reimbursed by Medicare
53050	Mobility enhancing equipment with a prescription paid for by Medicaid
53060	Mobility enhancing equipment with a prescription reimbursed by Medicaid
	<b>Prosthetic devices</b>
54010	Prosthetic devices without a prescription
54020	Prosthetic devices with a prescription
54030	Prosthetic devices paid with a prescription for by Medicare
54040	Prosthetic devices with a prescription reimbursed by Medicare
54050	Prosthetic devices paid for by Medicaid
54060	Prosthetic devices with a prescription reimbursed by Medicaid
54070	Corrective eyeglasses without a prescription
54080	Corrective eyeglasses with a prescription
54090	Corrective eyeglasses with a prescription paid for by Medicare
54100	Corrective eyeglasses with a prescription reimbursed by Medicare
54110	Corrective eyeglasses with a prescription paid for by Medicaid
54120	Corrective eyeglasses with a prescription reimbursed by Medicaid
54130	Contact lenses without a prescription
54140	Contact lenses with a prescription
54150	Contact lenses with a prescription paid for by Medicare
54160	Contact lenses with a prescription reimbursed by Medicare
54170	Contact lenses with a prescription paid for by Medicaid
54180	Contact lenses with a prescription reimbursed by Medicaid
54190	Hearing aids without a prescription
54200	Hearing aids with a prescription
54210	Hearing aids with a prescription paid for by Medicare
54220	Hearing aids with a prescription reimbursed by Medicare
54230	Hearing aids with a prescription paid for by Medicaid
54240	Hearing aids with a prescription reimbursed by Medicaid
54250	Dental prosthesis without a prescription
54260	Dental prosthesis with a prescription
54270	Dental prosthesis with a prescription paid for by Medicare
54280	Dental prosthesis with a prescription reimbursed by Medicare
54290	Dental prosthesis with a prescription paid for by Medicaid
54300	Dental prosthesis with a prescription reimbursed by Medicaid
	<b>Telecommunications &amp; related products</b>
60010	Ancillary Services
60020	Conference bridging service



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60030	Detailed telecommunications billing service
60040	Directory assistance
60050	Vertical service
60060	Voice mail service
	<b>Telecommunications</b>
61000	Intrastate Telecommunications Service
61010	Interstate Telecommunications Service
61020	International Telecommunications Service
61030	International 800 service
61040	International 900 service
61050	International fixed wireless service
61060	International mobile wireless service
61070	International paging service
61080	International prepaid calling service
61090	International prepaid wireless calling service
61100	International private communications service
61110	International value-added non-voice data service
61120	International residential telecommunications service
61130	Interstate 800 service
61140	Interstate 900 service
61150	Interstate fixed wireless service
61160	Interstate mobile wireless service
61170	Interstate paging service
61180	Interstate prepaid calling service
61190	Interstate prepaid wireless calling service
61200	Interstate private communications service
61210	Interstate value-added non-voice data service
61220	Interstate residential telecommunications service
61230	Intrastate 800 service
61240	Intrastate 900 service
61250	Intrastate fixed wireless service
61260	Intrastate mobile wireless service
61280	Intrastate prepaid calling service
61290	Intrastate prepaid wireless calling service
61300	Intrastate private communications service
61310	Intrastate value-added non-voice data service
61320	Intrastate residential telecommunications service
61325	Paging service
61330	Coin-operated telephone service
61340	Pay telephone service
61350	Local Service as defined by _____(state)

**K. Responsibilities of Testing Central, States, CSP and CAS providers.**

Appendix E  
~~4/8/10~~ 4/11/2011  
 RP11006  
 4/15/10

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**Testing Central Responsibilities:**

1. TC will report to the Executive Director of SST and will provide the following:
  - a. Communication regarding changes to ~~Certified Service Provider~~ CSP and CAS systems and acceptance testing by member states.
  - b. Historical data concerning system changes, testing dates, and dates changes were migrated into production for auditors and state administrators.
  - c. Communication between the CSP, CAS providers, TIGERS, and member states to ensure system and format changes are implemented in a timely manner.
  - d. Monitoring of any necessary system changes and testing of systems.
2. Maintain contact lists of providers and member states.
3. Review rates and boundaries databases for new states.
4. Provide method of communication to and between states and providers.
5. Maintain up to date information on the certification, and testing status of CSP or CAS candidates.
6. Provide system for submitting and tracking submitted, completed, and approved change requests (Forms TC0001 and TC0005).
7. Notify potential providers of member state change requests submitted on Form TC0001 and testing results.
8. Notify states of CSP or CAS provider changes ~~potential provider changes~~ submitted on ~~the appropriate change form~~ TC0005. These changes may ~~that~~ need regression testing.
9. Monitor testing time period for member states.
10. Notify appropriate parties of system change status (approved TC0005 or TC0001) (i.e., ready for testing, failed testing, production moves).
11. Provide reports upon request of outstanding and completed system changes.
12. Maintain system to capture complete change data. This will include backups of system.
13. Ensure current testing documents are available for new states and vendors.

**State Responsibilities:**

1. Test all functions provided by the candidate used in calculating and preparing returns and the processing of returns prior to certification. This includes tax rules, boundary and rates, and SER completion and processing.
2. Prepare, maintain, and submit test deck(s) for self-evaluation by candidates, testing candidates for certification, quarterly testing for updates to boundaries, rates, and SKUs, and for change requests submitted by state or CSP or CAS provider. ~~Prepare test deck for potential provider to use in testing.~~
3. Use the online system to test candidate functionality and accuracy through the submission, retrieval and analysis of that state's test deck transactions.

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4. Review test deck output results and notify TC of errors or requested changes using Form TC0001. Review the test results from the potential provider.
5. Submit all requested changes to CSP system or CAS appropriate change forms to TC using form TC0001. This includes errors found during testing, changes to taxability matrix, state tax rates, and taxability of other products, when any changes to programs are required. Notify TC and potential provider of changes in taxability matrix.
6. Test changes in CSP systems or CAS made pursuant to a TC0001 or TC0005 after the CSP or CAS provider has notified state the changes have been made and prior to the date of implementation if possible. Complete form TC0001 or TC0005 when the state has approved the changes and return form to TC.
7. The state should be able to clear the testing environment and do a total system reset for the state when appropriate. If the state uploads or downloads test results to a database, this will prevent duplication of records and mixing of prior results with current results.
8. Have resources shall be readily available to resolve, correct, retest, and restore corrected application components into the test environment during testing.
9. Communicate all actions that will change the status of a change request (i.e. testing failure, pass/fail of change, production date etc.).
10. ~~Submit and keep~~ Maintain and provide to TC a current list of names and contact information of individuals authorized to submit change requests, approve test results and receive communications from TC on status changes.

**CSP, CAS provider, and CSP or CAS Candidate Responsibilities:**

1. Maintain an online system for submitting, processing and providing output files for test deck results and for single transaction testing (section D).
2. Submit all changes to the CSP system or CAS including tax rule changes and changes to system sin the calculation and processing of the return to TC using Form TC0005. on an appropriate form all system changes generated by the potential provider involving systems used in the calculation return processing or informational return processing.
3. Accept only state requested system changes submitted through TC on the approved form TC0001.
4. Make updates to exemptions, jurisdictions, rates, and tax rules submitted by states through TC on Form TC0001 and updates to tax rules for SKUs submitted by TC. the test transactions database as they are sent from the member states.
5. Communicate with TC any actions that will change the status of a change request (i.e. testing failure, pass/fail of change, production date, etc.).

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6. ~~Complete changes submitted on TC0001 shall be completed and testing reports ready to send to member states~~ within the agreed upon number of days prior to the implementation date of the changes.
7. Complete and return TC0001 to TC when state requested changes are completed.
8. Have Potential provider resources ~~will be~~ readily available during testing to facilitate understanding and testing of the application and to resolve, correct, retest, and restore corrected application components into the test environment.
9. Produce the reports required by the Governing Board.
10. ~~Provide and keep~~ Maintain and provide to TC a current a list of individuals authorized to submit change requests, report on status changes, and provide assistance for testing questions.