

A motion by Kentucky, on behalf of the Certification Committee, to adopt changes to the Governing Board Rules, Appendix F, SST reports.

## SST Reports

The SST Governing Board Executive Director requires data from all CSPs pertaining to all member states. The administrator for each state requires data from the CSPs and Model 2 and Model 3 filers pertaining to data for their respective states.

**File Location:** Each CSP will place the files in their assigned FTP state folders and then notify Testing Central that the files are ready to be moved. Testing Central will move the files into the corresponding state audit or administration FTP folders and notify the states the files are ready for review.

**Date Required:** Required reports and files in the following specified formats will be provided for each quarter. The CSP will upload their files to their FTP site by the 15th day of the second month following the quarter end. Quarter 1 (January, February, March) will be due May 15, Quarter 2 due August 15, Quarter 3 due November 15 and Quarter 4 due February 15. In cases where the CSP utilizes Product Mapping files, these files will be uploaded quarterly. Model 2 filers will provide their files to the respective states as requested by each state auditor at the time of audit.

**File Format:** Files will be in a comma delimited (.csv) format. The CSPs and Model 2 filers will ensure there are no commas contained within the record fields.

**File Names:** The file names for the compensation, audit and control totals files will be constructed as follows:

- The first three characters represent the last three numbers of the SST CSP ETIN, as shown on the SER or the Model 2 and Model 3 filer's SSTID.
- Fourth and fifth characters represent the two character alpha state abbreviation or "ED" in the case of the Executive Director report.
- Sixth character represents the data type: C (compensation), A (audit), or T (control totals).
- Seventh and eighth characters represent the year the information is for.
- Ninth character represents the quarter the information is for: 1,2,3 or 4.
- Tenth character represents the version designator (V).
- Eleventh through sixteenth characters represent the date submitted to Testing Central in yymmdd format.

Example: Compensation data file from Test CSP, Inc. (CSP000001) for Arkansas for the third quarter of 2011, submitted to Testing Central on November 14, 2011:  
001ARC113V111114.csv

The file name for the product mapping file will be constructed as follows:

- The first character represents the data type: M (product mapping).
- Second through tenth characters represents the Seller SSTID.
- Eleventh and twelfth characters represent the year the information is for.
- Thirteenth character represents the quarter the information is for: 1, 2, 3 or 4.
- Fourteen through sixteenth characters represent the last three numbers of the SST CSP ETIN, as shown on the SER.
- Seventeenth character represents the version designator (V).
- Eighteenth through twenty-third characters represent the date submitted to Testing Central in yymmdd format.

Example: Product mapping data file from Test CSP, Inc. (CSP000001) for the third quarter of 2011, submitted to Testing Central on November 14, 2011:  
MS99999999113001V111114.csv

This naming convention will be used for all files to be transferred, as addressed within this document.

### Requirements for Compensation Report

Each CSP must provide compensation data for states where the seller is a volunteer seller. This data must be provided to Testing Central which will forward the compensation data for each state's voluntary sellers to the respective state's CSP administrator. This data is required to be in the aggregate for each seller. Model 2 filers do not file a compensation report.

Compensation Reports are submitted quarterly. The report is due by the 15th day of the second month following the quarter end. The quarters are defined as:

- Quarter 1 (Q1) January, February and March
- Quarter 2 (Q2) April, May and June
- Quarter 3 (Q3) July, August and September
- Quarter 4 (Q4) October, November and December

The quarterly report reflects compensation earned during the quarter. For example, the sales for the Months - January, February and March (Q1) are reported and compensation claimed in the following month. The compensation report for January, February and March (Q1) will be the amount of compensation earned on the sales in January, February and March.

Amended return data will be included in the month the amended return is filed. The data on the amended return line should show the net increase or net decrease resulting from the amended return.

### The compensation data file will contain the following information:

| Field | Field Name | Description | Format | Length |
|-------|------------|-------------|--------|--------|
|       |            |             |        |        |

|   |                        |   |               |                         |
|---|------------------------|---|---------------|-------------------------|
| 1 | Seller SSTID           |   | Alpha/Numeric | 9                       |
| 2 | Startup Date           | Century, Year and Month seller started with CSP | CCYYMM        | 6                       |
| 3 | Reporting Period       |   | CCYYMM        | 6                       |
| 4 | Month Filed            | When return was filed                           | CCYYMM        | 6                       |
| 5 | Return Type            | (O) Original, (A) Amended                       | Alpha         | 1                       |
| 6 | Comp Allowance Allowed | Y (yes), N (no)                                 | Alpha         | 1                       |
| 7 | Tax Due for Month      | Amount from Volunteer Sellers                   | Numeric       | 15 including 2 decimals |

|    |  |   |               |                         |
|----|--|---|---------------|-------------------------|
| 8  | Cumulative Tax Due for all States for Current Compensation Reporting Year (Volunteer Sellers Only) | Compensation year is a 12-month calendar period from the Startup Date | Numeric       | 15 including 2 decimals |
| 9  | Tier One Tax Amount  |   | Numeric       | 15 including 2 decimals |
| 10 | Tier One Compensation  |   | Numeric       | 15 including 2 decimals |
| 11 | Tier Two Tax Amount  |   | Numeric       | 15 including 2 decimals |
| 12 | Tier Two Compensation  |   | Numeric       | 15 including 2 decimals |
| 13 | Tier Three Tax Amount  |   | Numeric       | 15 including 2 decimals |
| 14 | Tier Three Compensation  |   | Numeric       | 15 including 2 decimals |
| 15 | Tier Four Tax Amount   |   | Numeric       | 15 including 2 decimals |
| 16 | Tier Four Compensation   |   | Numeric       | 15 including 2 decimals |
| 17 | Tier Five Tax Amount   |   | Numeric       | 15 including 2 decimals |
| 18 | Tier Five Compensation   |   | Numeric       | 15 including 2 decimals |
| 19 | Tier Six Tax Amount  |   | Numeric       | 15 including 2 decimals |
| 20 | Tier Six Compensation  |   | Numeric       | 15 including 2 decimals |
| 21 | Tier Seven Tax Amount  |   | Numeric       | 15 including 2 decimals |
| 22 | Tier Seven Compensation  |   | Numeric       | 15 including 2 decimals |
| 23 | Affiliated Seller ID   | Used to identify Affiliated Seller/Groups                             | Alpha/Numeric | 30                      |

APPENDIX F

Examples of Compensation Tables or Files for Quarter 2, 2011

Executive Director Report:

| Seller SSTID | Startup Date | Reporting Period | Month Filed | Return Type | Comp Allowance Allowed | Tax Due for Month | Cumulative Tax Due for all States for Current Reporting Year (Volunteer Sellers Only) | Tier One Tax Amount | Tier One Compensation | Tier Two Tax Amount | Tier Two Compensation |
|--------------|--------------|------------------|-------------|-------------|------------------------|-------------------|---|---------------------|-----------------------|---------------------|-----------------------|
| S00000001    | 200609       | 201104           | 201105      | O           | Y                      | 3500.00           | 23700.00  | 3500.00             | 280.00                | 0.00                | 0.00                  |
| S00000001    | 200609       | 201105           | 201106      | O           | Y                      | 3000.00           | 26700.00  | 3000.00             | 240.00                | 0.00                | 0.00                  |
| S00000001    | 200609       | 201106           | 201107      | O           | Y                      | 2000.00           | 28700.00  | 2000.00             | 160.00                | 0.00                | 0.00                  |
| S00000002    | 200704       | 201104           | 201105      | O           | Y                      | 100000.00         | 100000.00   | 100000.00           | 8000.00               | 0.00                | 0.00                  |
| S00000002    | 200704       | 201105           | 201106      | O           | Y                      | 100000.00         | 200000.00   | 100000.00           | 8000.00               | 0.00                | 0.00                  |
| S00000002    | 200704       | 201106           | 201107      | O           | Y                      | 100000.00         | 300000.00   | 50000.00            | 4000.00               | 50000.00            | 3500.00               |

Specific State Report:

| Seller SSTID | Startup Date | Reporting Period | Month Filed | Return Type | Comp Allowance Allowed | Tax Due for Month | Cumulative Tax Due for all States for Current Reporting Year (Volunteer Sellers Only) | Tier One Tax Amount | Tier One Compensation | Tier Two Tax Amount | Tier Two Compensation |
|--------------|--------------|------------------|-------------|-------------|------------------------|-------------------|---|---------------------|-----------------------|---------------------|-----------------------|
| S00000001    | 200609       | 201104           | 201105      | O           | Y                      | 185.00            | 23700.00  | 185.00              | 14.80                 | 0.00                | 0.00                  |
| S00000001    | 200609       | 201105           | 201106      | O           | Y                      | 111.50            | 26700.00  | 111.50              | 8.92                  | 0.00                | 0.00                  |
| S00000001    | 200609       | 201106           | 201107      | O           | Y                      | 175.75            | 28700.00  | 175.75              | 14.06                 | 0.00                | 0.00                  |
| S00000002    | 200704       | 201104           | 201105      | O           | Y                      | 1500.00           | 100000.00   | 1500.00             | 120.00                | 0.00                | 0.00                  |
| S00000002    | 200704       | 201105           | 201106      | O           | Y                      | 2500.00           | 200000.00   | 2500.00             | 200.00                | 0.00                | 0.00                  |
| S00000002    | 200704       | 201106           | 201107      | O           | Y                      | 3000.00           | 300000.00   | 1500.00             | 120.00                | 1500.00             | 105.00                |

**Requirements for Audit Work Files**

Each state shall receive a file from each CSP and Model 2 filer of all taxable and exempt records in the format indicated below for its state only. The Audit Core Team will receive as needed a file(s) from Testing Central of taxable and exempt records of Model 1 seller transactions for all SST states in the format indicated below. Fields 1 through 25 are required to be provided for all records. Fields 39 and 40 are optional fields as determined necessary by each CSP. If an exemption by certificate is claimed, the remaining fields are also required to be completed using information from the Certificate of Exemption. In the case of Model 1, while the CSP is required to have a system in place to compile exemption certificates, they should not be considered out of contract compliance if not all the fields are populated, since many smaller sellers may not have the capability to enter the data elements as a part of the transaction data. The CSP may provide this information as a separate file in cases where not all fields are populated. If Model 2 Sellers do not have exemption information in an electronic format, hard copies may be provided.

**Control Totals:** Each CSP and Model 2 filer will provide a notification of control totals for each file distributed to every state, the Audit Core Team, Executive Director and others to assure that the audit and compensation files contain the same data that produced the related SERs and to verify that all records provided by each CSP or Model 2 filer are fully received by the intended parties.

The control totals will be summarized by each State. The report should be in one file such as Excel or another agreed-upon format. This notification shall include the following control total data elements for each State:

- Total number of line items
- Sum for total sales
- Sum for total taxable sales
- Sum for total exempt sales
- Sum for total tax

**The control totals file will contain the following information:**

| Field | Field Name                 | Description   | Format  | Length                  |
|-------|----------------------------|---|---------|-------------------------|
| 1     | Ship To State              | State name based on Ship To Address                   | Alpha   | 2                       |
| 2     | Total Number of Line Items | Sum of all line items for data download by State      | Numeric | 15                      |
| 3     | Total Sales Amount         | Sum of total sales for data download by State         | Numeric | 15 including 2 decimals |
| 4     | Total Taxable Sales Amount | Sum of total taxable sales for data download by State | Numeric | 15 including 2 decimals |
| 5     | Total Exempt Sales Amount  | Sum of total exempt sales for data download           | Numeric | 15 including 2 decimals |

|   |                  |  |         |                         |
|---|------------------|--|---------|-------------------------|
|   |                  | by State   |         |                         |
| 6 | Total Tax Amount | Sum of total tax amount for data download by State | Numeric | 15 including 2 decimals |

If a seller is not reporting on a normal calendar month basis, the CSP or Model 2 filer needs to ensure that all transaction records that comprise totals reported on the SERs for the quarter are included in the file. Each state shall receive only those records where their state is included in the “Ship to State” field.

A separate “Product Mapping” file will be required when the following occurs;

1. Seller SKU or other seller unique code is sent but seller item description is not.
2. Seller sends CSP SKU or other CSP code (mapping is done in seller system using CSP codes)

**The audit file will contain the following information:**

| Field | Field Name            | Description  | Format        | Length                  |
|-------|-----------------------|--|---------------|-------------------------|
| 1     | Seller SSTID          | Seller SSTID   | Alpha/Numeric | 9                       |
| 2     | Seller Name           | Seller Name  | Alpha         | 40                      |
| 3     | Transaction Number    | Invoice or other number required to identify the transaction source document | Alpha/Numeric | 40                      |
| 4     | Transaction Line Item | Individual Line Number to be used in conjunction with the Transaction Number | Alpha/Numeric | 4                       |
| 5     | Transaction Date      | Century, Year, Month and Day the tax was calculated                          | CCYYMMDD      | 8                       |
| 6     | Total Amount of Sale  | Includes Exempt and Taxable Amounts by State per Transaction Line Item       | Numeric       | 15 including 2 decimals |
| 7     | Total Taxable Amount  | Taxable Amount per Transaction Line Item                                     | Numeric       | 15 including 2 decimals |
| 8     | Total Exempt Amount   | Exempt Amount per Transaction Line item                                      | Numeric       | 15 including 2 decimals |
| 9     | Total Tax Amount      | Sum of all Jurisdictional tax amounts per Transaction Line Item              | Numeric       | 15 including 2 decimals |
| 10    | Seller’s SKU Number   | Provide the SKU Number that identifies                                       | Alpha/Numeric | 15                      |

|    |   |   |               |     |
|----|---|---|---------------|-----|
|    |   | the seller's product  |               |     |
| 11 | Seller's Description of the Item Sold                 | Provide the seller's invoice level description of item sold         | Alpha/Numeric | 65  |
| 12 | CSP/CAS SKU Number                                    | Provide the SKU Number that the item sold was mapped to             | Alpha/Numeric | 15  |
| 13 | CSP/CAS SKU Description for the Item Sold             | Provide the CSP/CAS SKU description for the item sold               | Alpha/Numeric | 65  |
| 14 | Taxing Jurisdiction Code 1 (FIPS/GNIS/Composite/Name) | Taxing Jurisdiction Code used to report this transaction on the SER | Alpha/Numeric | 100 |
| 15 | Taxing Jurisdiction Code 2 (FIPS/GNIS/Name)           | Taxing Jurisdiction Code used to report this transaction on the SER | Alpha/Numeric | 100 |
| 16 | Taxing Jurisdiction Code 3 (FIPS/GNIS/Name)           | Taxing Jurisdiction Code used to report this transaction on the SER | Alpha/Numeric | 100 |
| 17 | Taxing Jurisdiction Code 4 (FIPS/GNIS/Name)           | Taxing Jurisdiction Code used to report this transaction on the SER | Alpha/Numeric | 100 |
| 18 | Taxing Jurisdiction Code 5 (FIPS/GNIS/Name)           | Taxing Jurisdiction Code used to report this transaction on the SER | Alpha/Numeric | 100 |
| 19 | Ship to Address1 **                                   | Address line 1  | Alpha/Numeric | 40  |
| 20 | Ship to Address2 **                                   | Address line 2  | Alpha/Numeric | 40  |
| 21 | Ship to City **                                       | Name of city  | Alpha         | 40  |
| 22 | Ship to State **                                      | 2- Character State abbreviation                                     | Alpha         | 2   |
| 23 | Ship to Zip Code **                                   | 9 character zip code  | Alpha/Numeric | 9   |
| 24 | Ship to Country **                                    | 3 character country abbreviation                                    | Alpha         | 3   |
| 25 | Exemption Type  | (T) Taxable, (E) Entity, (P) Product                                | Alpha         | 1   |
| 26 | State Where Exemption is Claimed                      | 2- Character State abbreviation                                     | Alpha         | 2   |
| 27 | Name of Purchaser                                     |   | Alpha         | 40  |
| 28 | Type of Purchaser ID                                  | "Tax ID", "FEIN", "DLN" or "FDN"                                    | Alpha         | 6   |
| 29 | Purchaser ID Number                                   | This is the ID specified in field - Type of Purchaser ID            | Alpha/Numeric | 20  |
| 30 | Purchaser Mailing Address                             |   | Alpha/Numeric | 40  |
| 31 | Purchaser City  |   | Alpha         | 40  |
| 32 | Purchaser State                                       | 2- Character State abbreviation                                     | Alpha         | 2   |
| 33 | Purchaser Zip Code                                    | 9 character zip code  | Alpha/Numeric | 9   |
| 34 | Purchaser Country                                     | 3 character country abbreviation                                    | Alpha         | 3   |
| 35 | Purchaser Business Type Number                        | 2-digit number  | Numeric       | 2   |
| 36 | Purchaser Business Type Description                   | Must be completed if "Other" is selected as the Purchaser Business  | Alpha         | 40  |



|           |   |   |                      |           |
|-----------|---|---|----------------------|-----------|
|           |   | Type  |                      |           |
| 37        | Purchaser Exemption Reason Code         | Letter selected on exemption form   | Alpha                | 1         |
| 38        | Purchaser Exemption Reason Description  | If Purchaser Exemption Reason Code is 'Other' - provide the standard description of the exemption       | Alpha                | 40        |
| 39        | SER Filing Period                       | SER month represented by transaction (For example the Jan-dated transaction is reported on the Jan SER) | CCYYMM               | 6         |
| 40        | Alternate Transaction Number            | Seller Invoice Number if not recorded in Transaction Number field 3                                     | Alpha/Numeric        | 40        |
| <u>41</u> | <u>Optional Transaction Information</u> | <u>Optional field for use by CSP. Not optional field for states.</u>                                    | <u>Alpha/Numeric</u> | <u>40</u> |

**Additional Information:** The “Seller’s Description of the Item Sold” shall be the seller’s invoice level description. Freight and discounts should be separate transaction line items.

\*\* Field will contain address information as to where the item was shipped. If purchased over-the-counter the information will be the address where the item was sold.

The CSP will provide a Product Mapping Report when insufficient item sold information is passed from the Seller to the CSP. The file will include the Seller’s Identifying Code of Products Sold, the Seller’s Description of the Products, the CSP SKU Numbers to which the products were mapped and the CSP SKU Description.

**The product mapping file will contain the following information:**

| Field | Field Name                            | Description   | Format        | Length |
|-------|---------------------------------------|---|---------------|--------|
| 1     | Seller SSTID                          | Seller SSTID  | Alpha/Numeric | 9      |
| 2     | Beginning Effective Date              | Century, Year, Month and Day                                | CCYYMMDD      | 8      |
| 3     | Ending Effective Date                 | Century, Year, Month and Day                                | CCYYMMDD      | 8      |
| 4     | Seller’s SKU Number                   | Provide the SKU Number that identifies the seller’s product | Alpha/Numeric | 15     |
| 5     | Seller’s Description of the Item Sold | Provide the seller’s invoice level description of item sold | Alpha/Numeric | 65     |
| 6     | CSP/CAS SKU Number                    | Provide the SKU Number that the item                        | Alpha/Numeric | 15     |

|   |   |  |               |    |
|---|---|--|---------------|----|
|   |   | sold was mapped to                               |               |    |
| 7 | CSP/CAS SKU Description for the Item Sold | Provide the CSP/CAS SKU description of item sold | Alpha/Numeric | 65 |