

Remote Seller Voluntary Disclosure Process

SSTVD Process

- Step 1 SSTGB staff begin promoting the SSTVD program
- Step 2 30 days prior to the effective date of the SSTVD program:
- all full member states must notify the Executive Director of their intention to participate or not participate in the program.
 - the application is made available for participants.
- Step 3 Seller submits the SSTVD application
- Step 4 SSTGB Staff acknowledges to the seller receipt of the application – acknowledgement within 1 business day
- Step 5 SSTGB Staff reviews the application for completeness
- Questions will be sent back to the seller before further action is taken
- Step 6 SSTGB Staff will approve or deny participation in the SSTVD within 10 business days of receipt of the application and notify the seller of
- Approval to participate in the program: SSTGB Staff prepares the SSTVD Contract for each state the seller has indicated they are participating in the program with
 - Denial to participate in the program: SSTGB Staff will notify the seller of the reason for denial
- Step 7 SSTGB Staff sends the SSTVD Contracts to the seller for signature
- Step 8 Within 30 days, the seller returns the signed SSTVD Contracts to SST and registers in the SST Registration system
- Step 9 SSTGB Staff verifies applicant has registered in the states as required
- Step 10 SSTGB Staff forwards the SSTVD Contracts to the states
- Step 11 Each state signs the SSTVD Contract and sends back to SST within 30 days of SST sending the signed Agreement
- Step 12 SSTGB Staff sends copy of each signed SSTVD Contract to the seller
- Step 13 Seller submits returns and required filing information directly to each state. Each state will review the returns or comparable spreadsheets, and state required reporting information within 30 business days of receipt.
- States will notify the seller and SST of the total amount due; OR
 - The state will send questions about the submitted information to the seller; OR
 - The state will notify the seller and SST if the seller does not qualify for the SSTVD program including the reason for disqualification
- Step 14 The seller has 30 days to make payment of the balance due to the state unless other arrangements are made between the state and the seller