Streamlined Sales Tax Governing Board, Inc.
100 Majestic Drive, Suite 400 ♦ Westby, WI 54667

State and Local Advisory Council Request and Assignment Form

Provide the name(s) and contact information of the state or parties submitting the Request.

Date: 8/3/2026

Name of State or Person(s) submitting request: Alison Jares

Contact Person: Alison Jares

Address: Click here to enter Address (Street or PO Box, City, State, Zipcode)

Phone: 605-799-5758 **Email:** alison.jares@sstgb.org

1. Agreement Section(s), Rules or Tax Administration Practice(s) involved (if any). (Identify the section(s) of the Streamlined Sales and Use Tax Agreement, the Streamlined Rules, or Tax Administration Practices, if any, which are affected or involved with the issue.)

SSUTA Section 309 – Application of General Sourcing Rules and Exclusions from the Rules
Rule 309.1 – Sourcing Certain Transactions
309.5 – Sourcing Software Term License and Suscriptions

2. Question, Issue, or Topic for discussion. (Identify the question, issue, or topic you believe requires a study or resolution by SLAC.)

Updates are needed to be made to Rule 309, and related subsections of Rule 309, to demonstrate proper sourcing and due diligence requirements when a complete street address is not required to make a sale and transfer or deliver the product to the customer. The Rule needs to specifically address the seller requirements and how to source a sale if the customer does not provide complete street address information to the seller.

3. Statement of Background Facts. (Provide a detailed description of the issue and supporting facts. Please be as descriptive as possible and provide examples of actual transactions.)

In July 2024, the Governing Board approved changes to the SSUTA regarding sourcing sales when a complete street address is not needed to transfer or deliver a product to the purchaser. The changes establish the seller's responsibility to request a complete street address from the customer and the due diligence required by a seller to receive liability relief if the customer refuses to provide a complete street address.

4. Proposed Resolution/Outcome/Solution. (Provide a description of the anticipated outcome from the workgroup. For example: Development of an interpretive rule pertaining to Section XXX of the Agreement.)

Rule 309.1 and 309.5 should be updated to explain how a seller should source a sale when a complete street address is not necessary to transfer or deliver the product to the purchaser and the due diligence requirements a seller must follow to obtain liability relief when a customer does not provide a complete street address.

Submit completed form to:

Craig Johnson, Executive Director
Streamlined Sales Tax Governing Board
100 Majestic Dr., Suite 400
Westby, WI 54667

Email: Craig.Johnson@SSTGB.org
Phone: 608-634-6160
www.streamlinedsalestax.org

For SST Governing Board Use

Approved by: Click here to enter name. **Date**: Click here to select a date.

Approved with Modifications (If the Governing Board determines the request will be addressed by SLAC but in a modified format, explain the modifications to the request here):

Click here to enter text.

Denied by: Click here to enter name. **Date**: Click here to select a date.

Form F0021 Instructions

The scope of work for the State and Local Advisory Council (SLAC) is to advise the Governing Board on matters pertaining to the administration of the Streamlined Sales and Use Tax Agreement (Agreement). Matters relating to noncompliance of members with the Agreement, interpretive rules clarifying Agreement language, and revisions or additions to the Agreement are all within the scope of a SLAC work assignment. This form, as submitted by a requestor, is a public document and shall be published on the Streamlined Governing Board's website.

Any state and person making a request for a SLAC work assignment must do so by completing the **SLAC REQUEST & ASSIGNMENT FORM** and submitting it to the Executive Director of the Streamlined Sales Tax Governing Board. The Governing Board will take up the request at its next scheduled meeting or as applicable the SLAC Chair will take up the request at the next SLAC Steering Committee meeting. Any decision by the SLAC Steering Committee shall be reported to the Governing Board at its next meeting. In the interim, a request approved by the SLAC Steering Committee can be assigned to a SLAC workgroup. The Governing Board may approve, deny or modify the request at any time.

The Governing Board is not required to use this form to refer matters to SLAC. If the Governing Board refers an item to SLAC without use of this form, the Governing Board should provide written guidance to the SLAC Chair as to the expectations regarding the assigned task.

(Note: States or other persons requesting an interpretive opinion of existing Agreement provisions or definitions should not use this form, but should instead complete and submit the **INTERPRETATION/ DEFINITION REQUEST** form.)