

SST STATE CHANGE REQUEST FORM

SST Form TC0001 (Revised ----2023)

Request Number: (SST Admin)

Date Request Submitted:

Date Needed in Production:

Requested by: State

Name

Email

Change to be made by:
CSP Name

All CAS/CSPs

Reason for change:

Tax Rate - Sourcing Errors

Taxability Errors

Tax Rules or Tax Law Changes

State Tax Rate Change

Where was the Error found?

Quarterly Test Deck Results

Audit

CSP Online Site

Other Reason

Effective Date of State Rate Change:

Change Description: (SST Admin)

Additional Documentation: # of files

No

To be Completed by CSP/CAS

CSP/CAS:

Representative:

Resolution:

Date Ready to Test:

Date Moving to Production:

Date Moved to Production:

To Be Completed by Requesting State

Date:

Representative:

Status: Approved

 Failed

Reason for Failure:

Testing Document Attached: Yes

 No

Instructions

Send all new requests to Testing Central. Testing Central will # form and forward to the CSP.

Enter date form is submitted to Testing Central

Date depends on required liability relief as provided in CSP contract and SSUTA. If liability relief is not required and state does not provide relief, this is a notice to CSP that data is incorrect and should be corrected as quickly as possible as assessments may be made.

Enter your state 2 character abbreviation

If change request is for a specific CSP enter the CSP name.

If change is for all CSPs and you require a response from each CSP, complete a separate TC0001 for each CSP

Use only if CSPs do not need to respond to this notice and there is no confidential or CSP specific information.

Updated Rate & Boundary Files - Future taxability changes (CSP will send change to rules on TC0005)

Indicate if found during quarterly Testing -- multiple errors may be listed on one form

Indicate if discovered in Audit

Error on the CSP Online Site

Other error may include Tax Rule Review.

State law changes to taxability of any products or services

Include information on taxability changes and changes in filing or reporting requirements.

Include links to documents or state webpages explaining these changes.

Exception: Changes to Taxability Matrix Library of Definitions notification is through F0020 and sent at the time the state updates the Matrix.

Copy additional documentation to a new worksheet in this form to keep all documentation together, when possible.

