



## Vertex® Exemption Certificate Manager™

### Stop Paying Penalties for Missing, Invalid, and Expired Certificates

When you can't produce a valid exemption, resale, or direct pay certificate during a sales tax audit, you not only risk a stiff penalty, you also risk noncompliance with today's stringent accounting regulations including Sarbanes-Oxley.

That's why now is the perfect time to discover the many benefits of the Vertex Exemption Certificate Manager (ECM).

This easy-to-use, web-based storage and management tool lets you automate the collection, validation, and maintenance of sales tax exemption certificates. As a result, it can help you avoid costly penalties while ensuring full compliance.

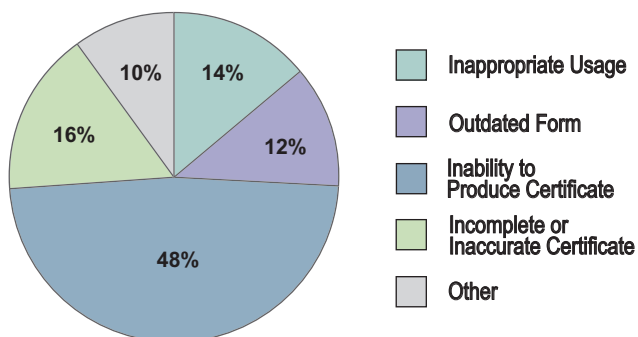
And that makes Vertex ECM an investment that can quickly pay for itself through lower costs – and greater peace of mind.

### Certificate Management, Made Simple

Vertex ECM eliminates the time-consuming and labor-intensive process of manually managing paper certificates. Its advanced features and benefits include:

- **Electronic storage:** Vertex ECM provides access to all of your exemption certificate data through a web browser. After initial setup, images of exemption certificates may be scanned into the system for easy access. The result is a centralized, real-time database that you can maintain from any location.
- **Easier compliance:** With the essential information about your entities, customers, and certificates all in one place, compliance can be monitored more efficiently. For example, Vertex ECM automatically tracks and calculates expiration dates, recommends updates, and validates certificate number format.
- **Automated notifications:** When a certificate is incomplete or due for renewal, the system automatically generates a letter or e-mail to the customer requesting updated certificate information. Automated reminders can be sent in bulk to any number of customers and may be set to process when expirations are approaching in the next 30, 60, or 90 days.
- **Effortless reporting:** With a few clicks of a mouse, you can review and print a report that lists all the certificates on file – or only those that are invalid or expired. Vertex ECM also provides easy exporting to Excel™ for further analysis.
- **Online forms:** To help you ensure forms validity, Vertex offers an optional library of forms for all states.

Contributors to Exemption and Resale Certificate Audit Assessments



Source: Independent Vertex Market Research, 2005 Study

**Overall ECM related audit assessments are approximately 1/4 of total audit assessments.**

## The Key to Faster, Cleaner Audits

By providing easy to access exemption certificates and related information, Vertex ECM helps you dramatically reduce the penalties that can be caused by the failure to produce valid certificates.

In addition, Vertex ECM allows you to give auditors direct access to select certificate data, eliminating the need for your own staff to spend time locating certificate information.

Because of these advantages, Vertex ECM is recognized as a Sarbanes-Oxley compliant tool for effectively managing exemption certificates.

## A Secure Online Environment

Vertex ECM is a stand-alone application that operates in a web-based environment that delivers:

- **Centralized access:** Vertex ECM provides a single location for storing, viewing, and analyzing certificates in real-time from any location.
- **Online search:** An online search capability makes it quick and easy to access certificates and related data.
- **Role-based security:** Administrative permissions let you control who can add or modify customers, and who can view or edit the database.

## Smooth Integration

Because it's built on proven industry-standard technology, Vertex ECM allows you to manage your certificate data efficiently – from beginning to end.

Vertex ECM drives taxability in our Vertex tax calculation products including the Vertex Sales Tax *O Series*® and the Vertex Sales Tax *Q Series*®.

The direct interface allows you to export certificate data to the Vertex Taxability Manager or Vertex Tax Decision Maker™, so that it's used during tax calculation. In addition, you can import customer address and certificate information from your ERP or other financial application.

## About Vertex Inc.

With nearly 30 years of experience, Vertex Inc. is the leading provider of advanced tax technology solutions, delivering products and process management services to customers worldwide.

Vertex solutions help companies streamline tax compliance processes and leverage information to discover new strategic tax savings. And, they enhance decision information across every major line of business tax, including income, sales, consumer use, value added, communications, and payroll. To serve its customers, Vertex works in partnership with the world's leading providers of ERP software and related services.

Founded in 1978, Vertex is a privately held company that employs over 600 professionals at its headquarters in the U.S. (Berwyn, PA) and Europe (London), and its offices in Atlanta, Dallas, Phoenix, Sarasota, and Washington, DC.

## Discover the Right Way to Manage Certificates

To learn how Vertex Exemption Certificate Manager can help you reduce the risk of penalties and noncompliance, please call **800.355.3500**, or visit **vertexinc.com** today.