VERTEX®

Vertex Sales & Use Tax Returns Outsourcing

Outsource Your Returns While Remaining in Control

Most tax departments today are under pressure to do more with less. Combine this with growing tax complexity, increasing audit activity, and in-house staffing constraints, and you can understand why so many tax executives are considering outsourcing sales tax compliance. Vertex® Sales & Use Tax Returns Outsourcing helps by reducing the time tax staff spend on the administrative aspects of compliance so they can focus on more strategic work.

Expert Returns Outsourcing

Vertex® Sales & Use Tax Returns Outsourcing allows you to outsource the day-to-day tasks of returns preparation, filing, and treasury management – all while staying in control of compliance. You can offload the administrative tasks and re-focus your in-house resources on higher-value activities.

Vertex handles the entire returns lifecycle—from preparation and filing to payments and funds management and managing notices and credits. All work is done by experienced professionals in our Chicago-area facility. Nothing is handled off shore – and the entire process is SOC 1 Type 2-audited to ensure quality and security for our clients.

Experienced Professionals

Each client is assigned a dedicated Returns Processor who serves as their single point of contact. These professionals handle all aspects of returns management, as well as communication with tax jurisdictions. Because they are each dedicated to a single client, Returns Processors gain a deep understanding of their client's tax data sources, jurisdictional requirements, and reporting needs.

Every member of our staff brings an average of 7+ years of sales tax returns experience from corporate tax departments, Big 4 accounting firms, and regional CPA and law firms. Our low staff turnover means you can count on continuity and consistency over time.

Our Competitive Difference

Vertex provides a highly effective and efficient outsourcing solution that exceeds competitors in the marketplace. Our competitive differences include:

+ End-to-end service, including returns processing, funds management, and notice management
+ Expert handling of returns preparation and filings by professionals with an average of 7+ years of industry experience
+ Continuity by having Returns Processors work directly with an assigned client
+ A proven process (SOC 1 Type 2-audited) for compliance management, funds management, and remittance
+ 40+ years of sales & use tax expertise, including industry-leading sales and use tax software
+ U.S.-based operations with all services managed from our Naperville, IL facility

Reliable Data Management

Vertex can accept your tax data in multiple formats from a wide range of tax calculation and/or host financial systems. This flexibility helps ensure that compliance is accurate and on time, regardless of the data structures that your financial systems provide. Each client's data is segregated and protected, and every client has 24/7 access to their data via an online portal.

Easy-to-Use Online Portal and Dashboard

When you outsource your sales tax returns to Vertex, you're always informed and in control, thanks to Vertex's online portal. It keeps you informed at every step and supports secure data and document transfers each month. An easy-to-use dashboard provides anytime/anywhere visibility into the status of returns, as well as complete visibility into your tax data, confirmations, notices, and all communication with tax jurisdictions.

Secure Funds Management

In addition to returns processing, Vertex offers complete payment services. We manage more than $6 billion in tax payments for our clients each year. Each client has a separate (domestic) bank account so client funds are not co-mingled. Each month, Vertex provides a funds request outlining the tax liabilities by jurisdiction along with the returns ready for review. Funds can be transferred via wire, check, ACH debit, or ACH credit. All payment confirmations are filed on the client portal. In addition, Vertex provides a monthly reconciliation of all funds requested and received.

Timely Notice and Credit Management

Proper handling of notices is critical to maintaining your company's reputation with the taxing jurisdictions and the public. Your Vertex Returns Processor will manage all notices on your behalf in a timely and efficient manner, with complete documentation on the client portal to ensure transparency. Vertex has the unique ability to manage and track credits at the jurisdiction level and offset against current liabilities. Large carryforward balances that are not capable of being offset can be pulled out of our system so a refund can be requested.

Detailed Reporting

One of the most valuable resources a tax department has is information. From your Vertex dashboard, you can access a variety of reports each month to help you stay in control of the tax compliance process.

+ **The Tax Calendar Report** provides a breakdown by filing entity and jurisdiction of exactly what returns are being filed for that given period. It also details net tax due and estimated funds to be transferred.
+ **The Reconciliation Report** breaks down by filing entity and jurisdiction the data being used to file the returns, as well as rounding, credits, and carry-forward amounts.
+ **The 13-Month Trend Analysis Report** gives a high-level look at the gross tax broken out by filing entity and jurisdiction.

To learn more about Vertex Sales & Use Tax Returns Outsourcing, please contact a Vertex representative at **800-355-3500,** or visit **vertexinc.com.**

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King of Prussia, PA, USA	São Paulo, BR	London, UK	Chennai, IN

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