Implementation Checklist
Returns

The following is a list of defined items/information needed to successfully implement a client:

To Generate the Return:
____ Sales Tax Data from client – Required fields on adjustment file (additional data may be needed depending on situation)

- Document Date
- Posting Date
- Company Code
- Destination State
- Destination Zip
- Total Tax Amount
- Exemptions if applicable (product code, customer code, invoice amount, $0 total tax column)

____ Copy of Client Sales & Use Tax Returns (including return names)

If Vertex is filing the returns:
____ Company Name
____ Federal ID Number
____ Registration Number
____ Filing Method
____ Filing Frequency
____ Identifier for location reporting
____ Current Payment Method
____ Filing Website
____ Credentials for jurisdiction logins (if e-filing returns)
____ PIN
____ Credit to carry
____ Client Bank Account Information

Tips and Tricks: It is recommended that the firm does a test of the log-in credentials on the jurisdiction website before delivering credentials to Vertex. This will speed along the verification process.

*** This is a general list designed to give the firm guidance for a successful implementation. During the implementation process a Vertex implementation specialist might ask for additional information due to the specifics of the client implementation.**