



Tax Certificate Manager US Content Q3 Update Issue Date: 22 SEPTEMBER 2022

ABOUT THIS UPDATE

The 3rd Quarter Content Update for ONESOURCE Tax Certificate Manager contains updates to US Content.

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Content Updates keep your Tax Certificate Manager up to date with the latest forms. For more assistance, use our online resources or contact Customer Support by opening a support request through the Software Support Network at <https://www.onesourceidtsupport.com>, or call us at 1-866-472-2749.

TAX CERTIFICATE UPDATES

The following certificates have been updated by their issuing jurisdictions.

MULTI-JURISDICTION		
<i>CERTIFICATE NAME</i>	<i>PREVIOUS DATE</i>	<i>REVISION DATE</i>
Uniform Sales & Use Tax Resale Certificate - Multijurisdiction	02/04/2022	06/21/2022

GEORGIA		
<i>CERTIFICATE NAME</i>	<i>PREVIOUS DATE</i>	<i>REVISION DATE</i>
State of Georgia Department of Revenue Sales Tax Certificate of Exemption Georgia Purchaser	07/2021	07/11/2022

KANSAS		
<i>CERTIFICATE NAME</i>	<i>PREVIOUS DATE</i>	<i>REVISION DATE</i>
Resale Exemption Certificate	06/2009	06/2009
Kansas Department of Revenue Consumed in Production Exemption Certificate	02/2018	02/2018
Kansas Department of Revenue Ingredient or Component Part Exemption Certificate	07/2008	07/2008
Kansas Department of Revenue Multi-Jurisdiction Exemption Certificate	07/2008	07/2008

NEBRASKA		
<i>CERTIFICATE NAME</i>	<i>PREVIOUS DATE</i>	<i>REVISION DATE</i>
Nebraska Resale or Exempt Sale Certificate for Sales Tax Exemption	03/2018	07/2022

OHIO		
<i>CERTIFICATE NAME</i>	<i>PREVIOUS DATE</i>	<i>REVISION DATE</i>
Sales and Use Tax Contractor's Exemption Certificate	11/2014	07/2022

VIRGINIA		
<i>CERTIFICATE NAME</i>	<i>PREVIOUS DATE</i>	<i>REVISION DATE</i>
Commonwealth of Virginia Sales and Use Tax Certificate of Exemption	04/2021	06/2022

APPLYING THE CONTENT UPDATE

The update process has two steps:

- Downloading the Update
- Installing the Update

Downloading the Update

Use the Customer Center (<https://customercenter.sabrix.com/sabrixcc/>) to download Content Updates. Download either individual quarterly updates, or if there are missing forms because you skipped a quarterly update, download the cumulative master file:

1. Log on to the Customer Center using the username and password assigned to you by Customer Support.

2. Select the Platform, which is the version of ONESOURCE Tax Certificate Manager you are running.
3. If you want to download the quarterly update, select the **Currently Installed Version** of your content (2020.03.1). If you prefer to download the master file, set **Currently Installed Version** to **None**.
4. Click **Download** and save the file (2020.03.1) to a directory on the system hosting the ONESOURCE Tax Certificate Manager or save the file to a networked folder that can be accessed by that system.
5. Keep the file in the zip format because the installation process requires a zipped file.

Installing the Update

To install the Content Update:

1. Log on to the Tax Certificate Manager.
2. Navigate to **Administration > Validation Library > Import Forms**.
3. On the **Importer** tab, click **Upload Zipped Form Export**.
4. Click **Browse** to locate the zip file you downloaded above.
5. Click **Upload**.
6. Expand the **Import All Forms** node, and then expand the nodes **New Forms and Changed Forms**.
7. Select the forms to upload, and then click **Import Selected Forms**.
8. If you are installing several quarterly updates, repeat the previous steps for each file.