THOMSON REUTERS

Tax Certificate Manager
US Content Q4 Update
Issue Date: 22 DECEMBER 2022

ABOUT THIS UPDATE

The 4th Quarter Content Update for ONESOURCE Tax Certificate Manager contains updates to US Content.

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.

Sensitivity: Confidential

TAX CERTIFICATE UPDATES

The following certificates have been updated by their issuing jurisdictions.

MULTI-JURISDICTION		
CERTIFICATE NAME	*PREVIOUS DATE*	*REVISION DATE*
Uniform Sales & Use Tax Resale Certificate - Multijurisdiction	06/21/2022	10/14/2022

IDAHO		
CERTIFICATE NAME	*PREVIOUS DATE*	*REVISION DATE*
Sales Tax Resale or Exemption Certificate	07/13/2020	10/27/2022

KANSAS		
CERTIFICATE NAME	*PREVIOUS DATE*	*REVISION DATE*
Designated or Generic Exemption Certificate	12/2021	12/2021

TENNESSEE		
CERTIFICATE NAME	*PREVIOUS DATE*	*REVISION DATE*
Sales and Use Tax Government Certificate of Exemption	02/2008	09/2022

VERMONT		
CERTIFICATE NAME	*PREVIOUS DATE*	*REVISION DATE*
Vermont Sales Tax Exemption Certificate for Manufacturing, Publishing, Research & Development, or Packaging	5/2003	09/2022

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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 (2020.04.1) 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.

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