

Key compliance issues in procure to pay



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Continuing Professional Education (CPE)



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- > Respond to **3 of 4** poll questions
 - > Questions display for a limited amount of time
 - > Select your answer and click submit
- > Attend the **full duration** of the webinar
 - > Attend at least 50-minutes to qualify



Downloading Certificate

- > Download the certificate once you qualify
 - > Find the Earn Certification box
 - > Click the icon to download
- > Those that qualify will also receive their certificate in a post-event email

Meet your presenters

Meet our speakers



Kael Kelly

General Manager

Avalara



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Avalara



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Director, Product Management

Avalara

CPE POLL QUESTION 1

How would you rate your current procure to pay processes?

Agenda

- 1 > State-of-play for accounts payable
- 2 > Catching vendor errors before they become a liability
- 3 > Managing vendor exemptions with ease
- 4 > Filing 1099 forms from your vendors
- 5 > Q&A

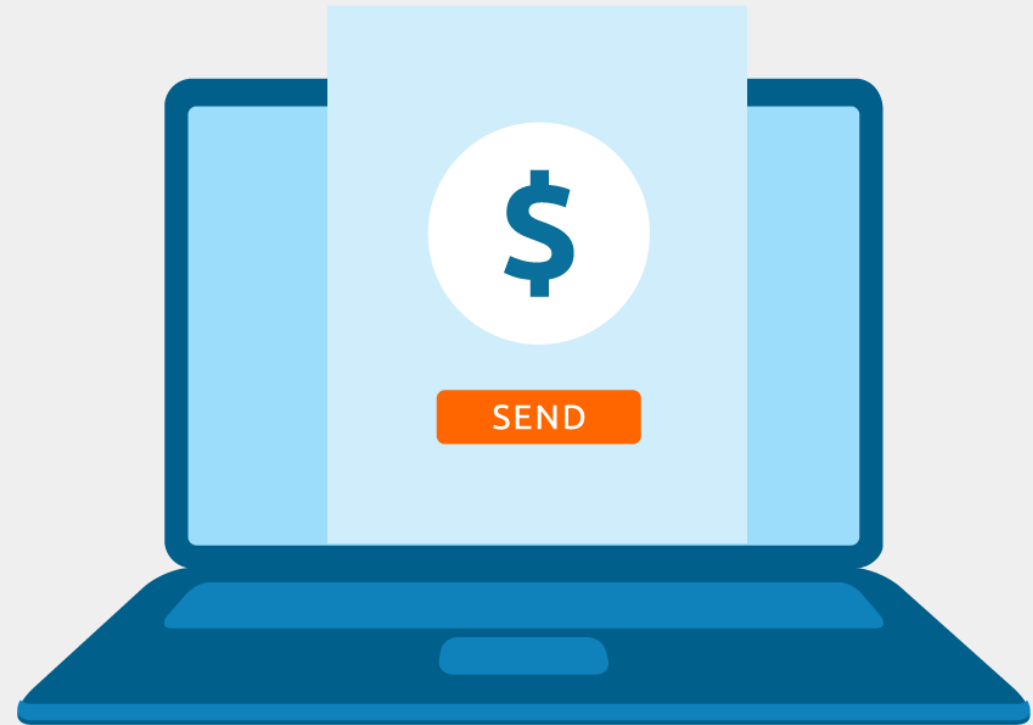
Managing accounts payable processes 101

Procure to pay processes

Overview

From the tax rates charged at checkout to IRS forms and even your accounts payable – there are a lot of moving pieces in your business.

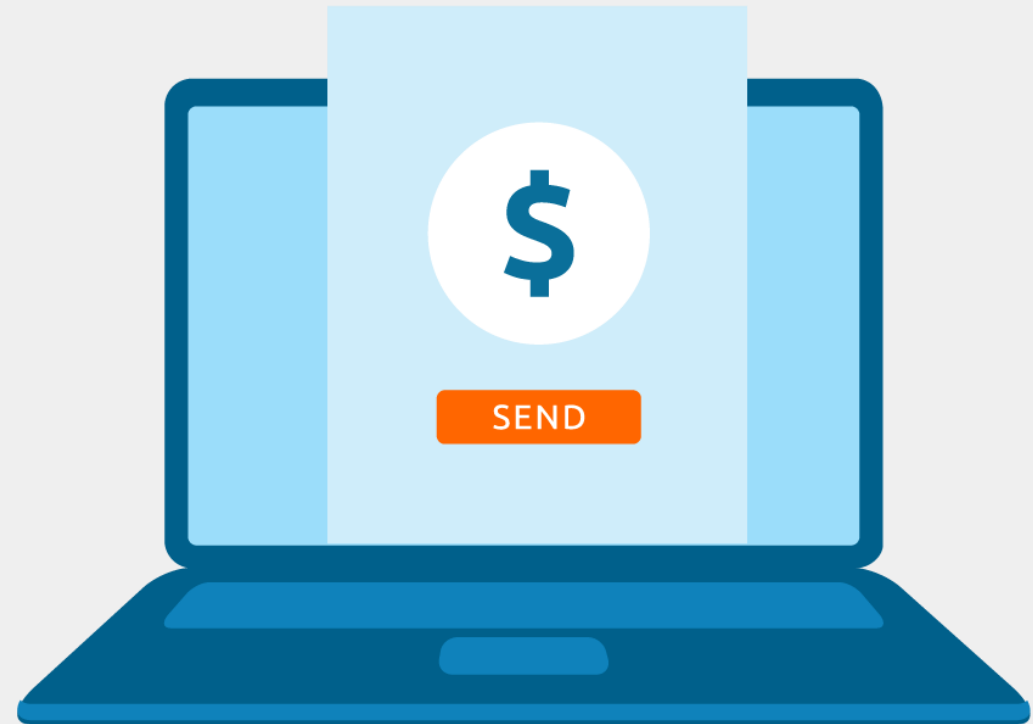
But are all those pieces moving in the right direction to keep you tax compliant?



Procure to pay processes

Overview

- Use tax gets complex when buyers are responsible for paying the sales tax
- Manually managing exemption certificates may result in overpayment of taxes, putting vendors at risk
- Filing tax returns is complicated and stressful since you need to determine which of the many forms to fill



CPE POLL QUESTION 2

How automated are your current procure to pay processes?

Catching vendor errors

Catching vendor errors

- Most common consumer use tax issues occurs when **vendors omit or incorrectly charge sales tax**
- **AvaTax for Accounts Payable** checks rates according to jurisdiction, product taxability, and any special rules that may affect the purchase, making it easier for you to manage compliance



What is consumer use tax?



Consumer Use:

The tax that is owed by a buyer when they are not taxed the full amount owed on a purchase by the seller.

Change of disposition (usage reason or location) can also trigger the tax.

Typical examples:

- Out-of-state vendor did not collect any or all owed tax
- Purchase was originally put in inventory and was going to be resold, but instead was used
- Purchased in one jurisdiction, put into service in another

Less common examples:

- Free giveaways
- Internal service distribution
- Movement of fixed assets

Consumer use tax challenges



Self-assessment is a manual, resource intensive process requiring specialized skills



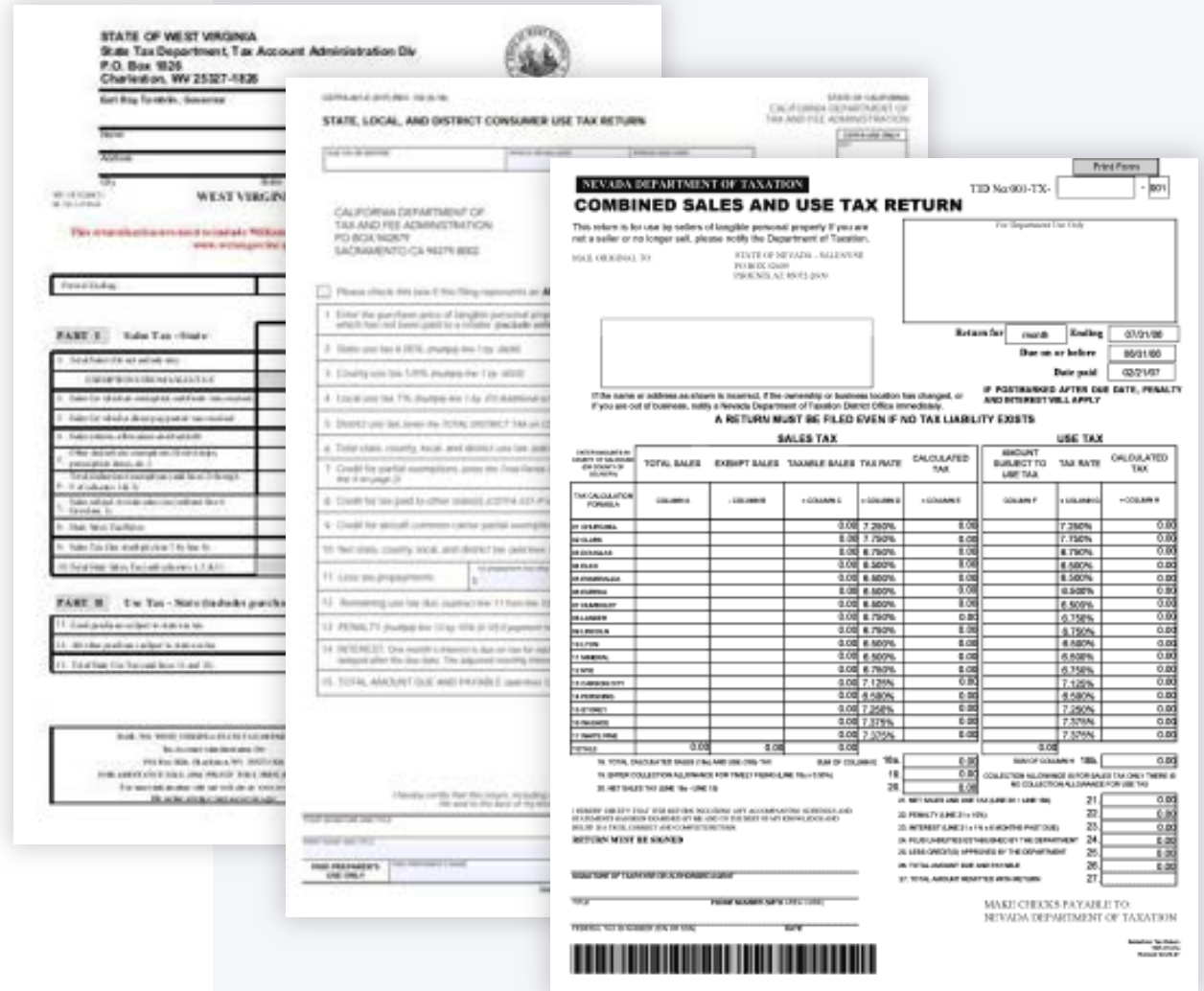
Use tax rules and rates are complex and subject to change



Integration and automation are difficult: tax triggers come from many sources & data management is complex

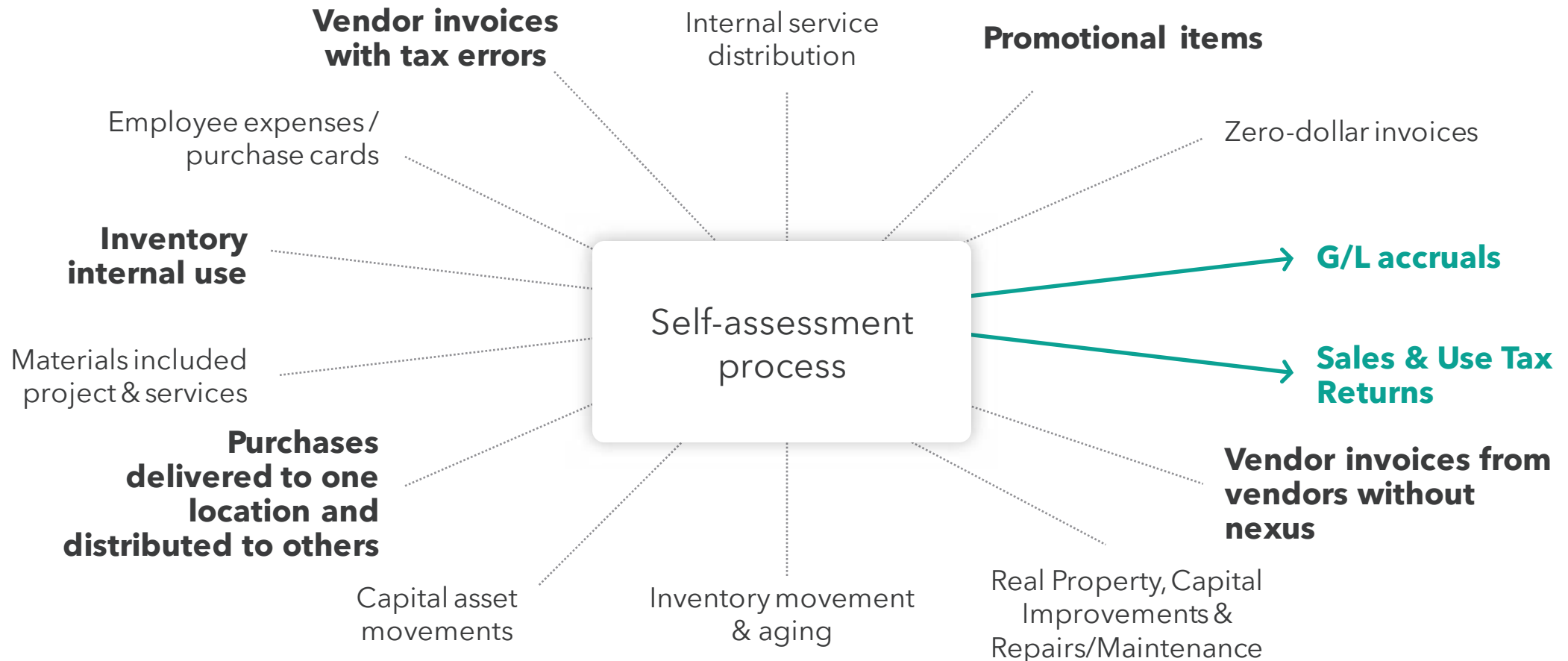


Audit risks are high



Consumer use tax challenges

Tax complexity + No automation = High cost AND High risk



How do companies manage Consumer Use Tax liability?

Overwhelmingly the answer is “with difficulty”

Strategies to manage varies wildly:

- Ostrich mode
- Best guess lump sum payment
- Manual paper invoice sampling in batch
- Spreadsheet manual audit (subset of invoices)
- Manual invoice inspection at time of invoice
- Programmatic evaluation at time of invoice
- Internal reverse audit with Support Software
- External multi-year reverse audit
- Outsource entire process (big 5 firms)

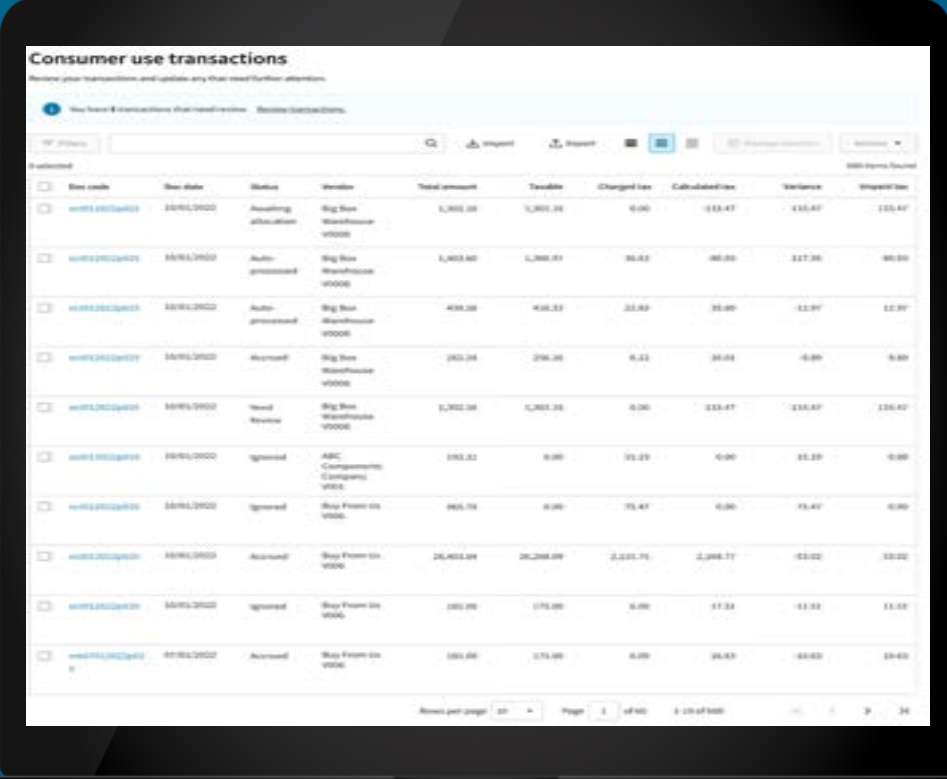


Introducing...

AvaTax for Accounts Payable

Product overview

- Process automation for consumer use tax self-assessment
- Flexible transaction import from any source, including real-time support
- Configurable rules to support automated and semi-automated processes
- Powerful reporting for process control, G/L journal entries, audit trails, and liability analysis
- Integrated with Avalara Returns



The screenshot displays the 'Consumer use transactions' interface. At the top, there is a search bar and a 'Filter' button. Below the search bar, there is a table with the following columns: 'Box code', 'Box date', 'Status', 'Vendor', 'Total amount', 'Taxable', 'Charged tax', 'Calculated tax', 'Variance', and 'Shipped tax'. The table contains several rows of data, including transactions from 'Big Box Warehouse V000' and 'ABC Components Company V001'. The status of the transactions varies, including 'Awaiting allocation', 'Auto-processed', 'Approved', and 'Ignored'. The 'Total amount' and 'Taxable' columns show values in dollars, while the 'Charged tax', 'Calculated tax', 'Variance', and 'Shipped tax' columns show values in cents.

Box code	Box date	Status	Vendor	Total amount	Taxable	Charged tax	Calculated tax	Variance	Shipped tax
XXXXXX000001	10/01/2022	Awaiting allocation	Big Box Warehouse V000	1,000.00	1,000.00	0.00	-15.47	155.47	155.47
XXXXXX000002	10/01/2022	Auto-processed	Big Box Warehouse V000	1,000.00	1,000.00	16.00	16.00	-17.26	16.00
XXXXXX000003	10/01/2022	Auto-processed	Big Box Warehouse V000	400.00	400.00	22.00	22.00	-12.97	12.97
XXXXXX000004	10/01/2022	Approved	Big Box Warehouse V000	200.00	200.00	6.22	16.04	-9.82	6.00
XXXXXX000005	10/01/2022	New Source	Big Box Warehouse V000	1,000.00	1,000.00	0.00	155.47	155.47	155.47
XXXXXX000006	10/01/2022	Ignored	ABC Components Company V001	100.00	0.00	15.29	0.00	15.29	0.00
XXXXXX000007	10/01/2022	Ignored	Buy From Us V000	100.00	0.00	15.47	0.00	15.47	0.00
XXXXXX000008	10/01/2022	Approved	Buy From Us V000	25,000.00	25,000.00	2,215.76	2,266.77	-51.01	18.00
XXXXXX000009	10/01/2022	Ignored	Buy From Us V000	100.00	175.00	0.00	17.34	-17.34	17.34
XXXXXX000010	10/01/2022	Approved	Buy From Us V000	100.00	175.00	0.00	16.00	-16.00	16.00

CPE POLL QUESTION 3

What percent of your team's time is spent fixing errors or resolving vendor questions in your procure to pay processes?

Managing vendor exemptions

NEWS & TIPS | EXEMPTIONS|RETAIL

D.C. Court Affirms the Denial of Refund Claim for Hospital

The District of Columbia Court of Appeals affirmed the denial of George Washington University Hospital's (GWUH) refund claim for nearly \$1,000,000 in sales tax collected between 2016 and 2019.

GWUH purchased prepared meals during the 2016 and 2019 tax periods with the intention of being resold. While D.C. requires sales tax to be paid on tangible personal property, D.C. Code § 47-2001 states that a purchaser is exempt from paying sales tax if purchase will be resold to the end consumer. However, the purchaser is required to provide the seller with a resale certificate at the time of purchase and GWUH did not follow the statute to claim the exemption for resale.

Subsequently, GWUH filed a claim for a refund with the Office of Tax and Revenue (OTR) who denied the claim due to the divergence from the statute. The D.C. Court of Appeals affirmed the OTR's decision.

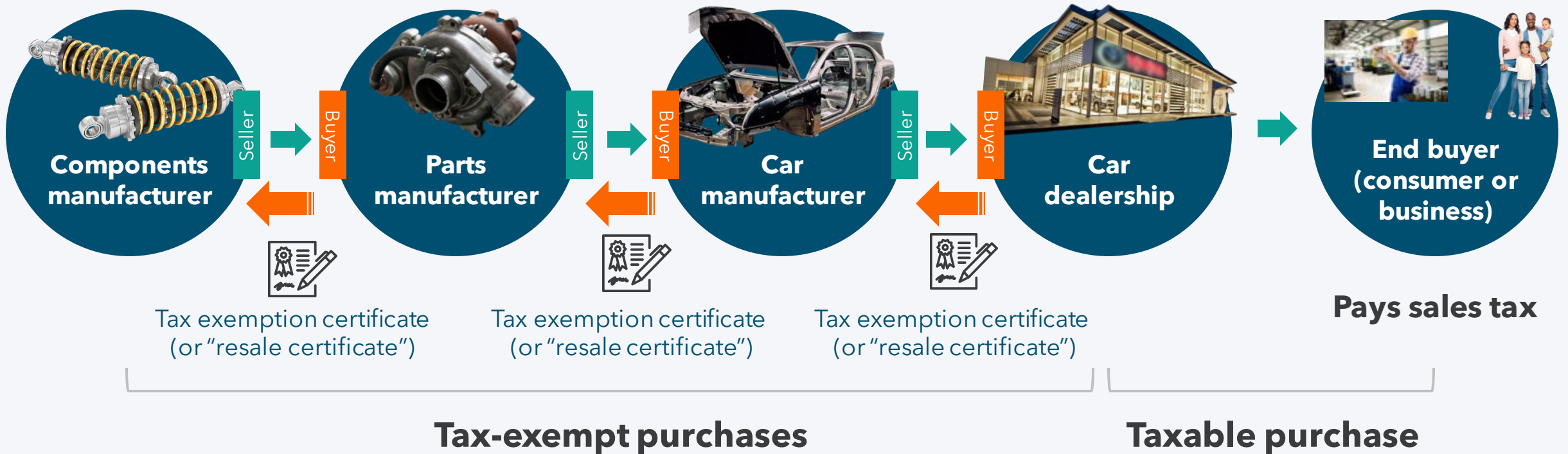
To claim exemptions it is important to follow the statutes as defined, for example, D.C. Code § 47-2010 clearly outlines the need for a resale certificate at the time of purchase. This left GWUH's legal team to argue specific semantics of other clauses in D.C. code. These arguments largely failed because D.C. Code § 47-2010 is a flat rule, and tax collected in this situation without a resale certificate is not considered erroneously or illegally collected.

This case also illustrates the necessity of certificates beyond the legal requirement. Certificates serve a very important role in the documentation for the seller and the purchaser, not just governing authorities. Thoughtful investigation into your sales tax requirements prior to purchasing or selling

Tax exemption resale example: Auto supply chain

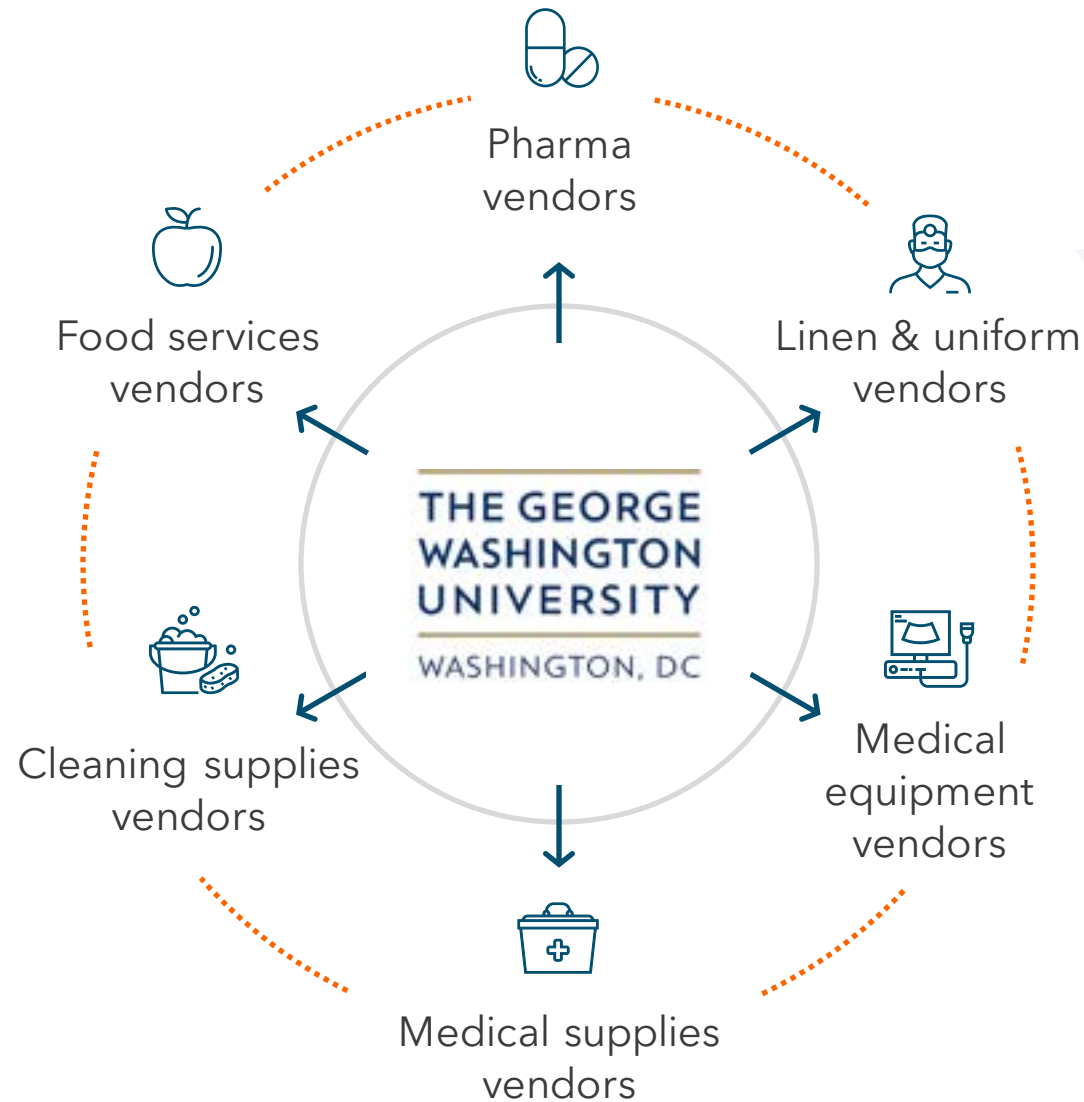
Seller CUSTOMER exemptions scenario ("I need to collect exemption certificates from my tax-exempt customers.")

Buyer VENDOR exemptions scenario ("I need to make sure all my suppliers have my tax exemption certificate(s).")



Vendor Exemptions from Ford's perspective as a buyer

Example



Vendor Exemptions:

- Enables **buyers** to proactively, & intelligently send Exemption Certificates to vendors
- Ensures tax isn't paid when it shouldn't be and is paid when it should

Vendor Exemption Management



Adds **control** to procurement process



Minimizes time and need for tax expertise



Allows **web-based automation** and process centralization








Creates **pre-populated** certificates (signature)



Improves vendor/supplier relationship, creates **more efficient** buying process

- Automates vendor exemption management workflow
- Supports efficient use of business resources
- Enables Centralized Storage
- Improves supply chain agility and efficiency

Vendor Exemptions Addresses Buyer Challenges

Buyer	 Send	 Manage	 Validate	 Workflow s	 Analyze exposure
Before Scenario	<ul style="list-style-type: none"> • Don't know when and what to send 	<ul style="list-style-type: none"> • Certs stored in various formats and locations 	<ul style="list-style-type: none"> • Inability to validate company cert information in real time 	<ul style="list-style-type: none"> • Need certs in advance of PO/invoice 	<ul style="list-style-type: none"> • Manually track & identify missing, invalid, or expired certs
Challenges	<ul style="list-style-type: none"> • Missing cert could result in tax charges • Incorrect certificate increases use tax liability • Disrupts purchase cycle 	<ul style="list-style-type: none"> • Not accessible when needed 	<ul style="list-style-type: none"> • Potential vendor tax liability from expired certs 	<ul style="list-style-type: none"> • Credit & re-billing • Order delays 	<ul style="list-style-type: none"> • Expired certs may lead to sales tax erroneously charges • Labor-intensive, Potential non-compliant purchases
Vendor Exemptions Solution	<ul style="list-style-type: none"> • Intelligently determines correct forms & reason for exemptions • Manage any volume with high velocity 	<ul style="list-style-type: none"> • Visibility to vendors & exemptions • CertExpress storage and delivery 	<ul style="list-style-type: none"> • Real-time validation with correct company information and controls 	<ul style="list-style-type: none"> • Approval workflows Tax/AP • Integration API's • Control vendor onboarding 	<ul style="list-style-type: none"> • Review vendor information and types of exemptions

Vendor Exemption Management Features

Simplifies purchasing, reduces credit & re-bills, minimizing tax over-payment



Adds controls & policy enforcement to purchasing across the organization



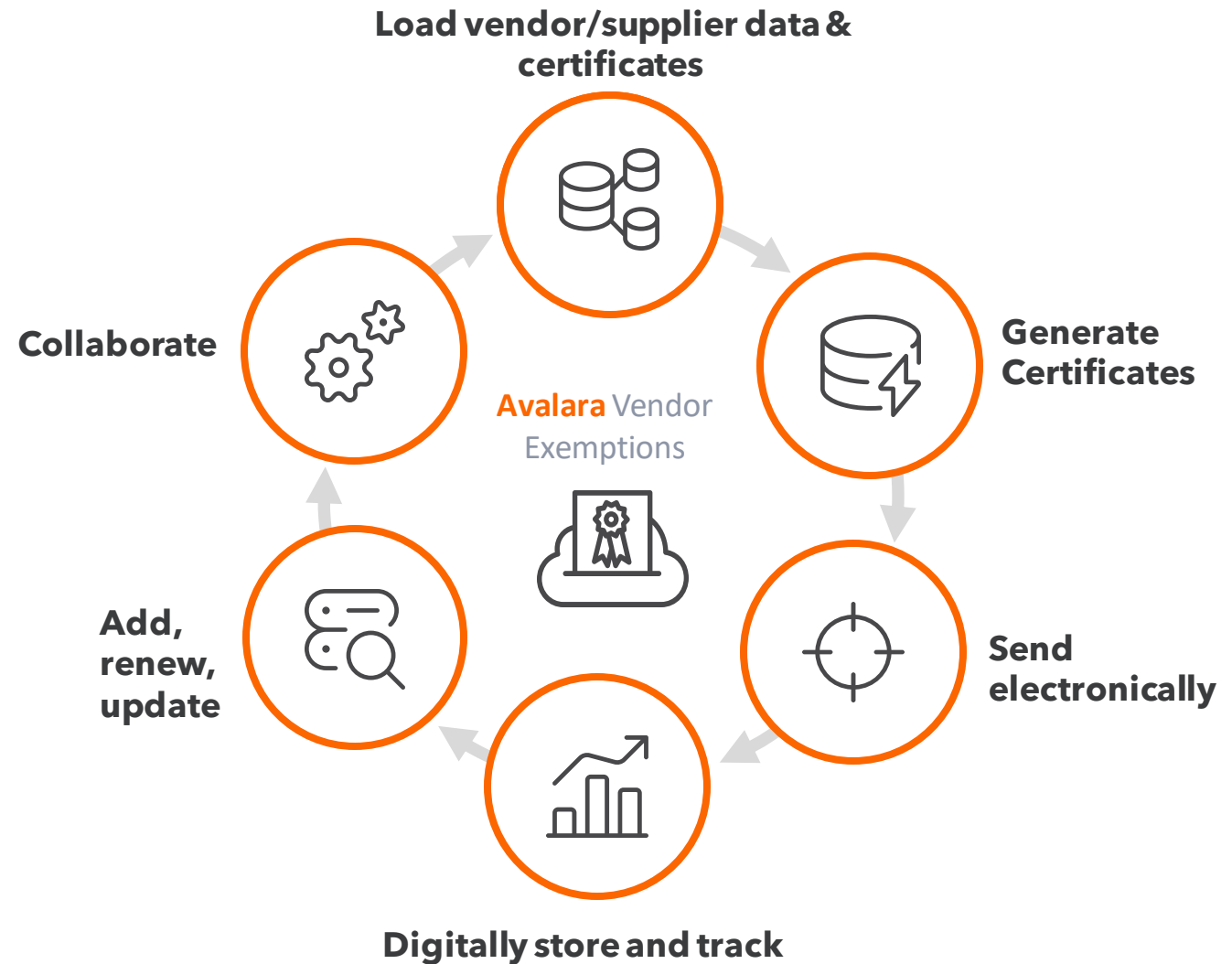
Minimizes need for internal tax expertise



Reduces potential tax overpayment



Improves vendor/supplier relationships by minimizing order delays and incorrect invoicing



A stylized illustration of a laptop with a black frame and a blue screen. The screen displays the text "Vendor Exemption Management" in white, centered. The background of the entire image is a solid blue color.

Vendor Exemption Management

Exemption certificate options

API company ID

Inbound fax number

Share link to Exemption Certificate Express

178038

<https://app.certexpress.com/?c=664f465255427152746c736f71364f7637489857?eb863fd33dd3819c1174062b9bd11a6f>

General Certificate requests CertExpress settings **Default exemption forms** Advanced settings Internal user settings

Avalara defaults to these forms when you request or send an exemption certificate. There may be a reason you want to use a different form, override the expiration timeframe, or change the "yes or no" question on a form

Requesting certificates **Sending certificates**

Region: All Reason for exemption: All

Add region and reason

Region ↑	Reason for exemption	Form	Expiration timeframe	Avalara defaults?
Alabama	RESALE	USA US MTC	Year End	Details
Alaska	RESALE	USA US MTC	Never Expire	Details
Arizona	MEDICAL	USA AZ 5000	Expiration Manually Provided	Details
Arizona	TRIBAL GOVERNMENT	USA AZ 5000	Year End	Details
Arizona	RESALE	USA AZ 5000A	Year End	Details
California	RESALE	USA CA CDTRA-230	Never Expire	Details
Colorado	RESALE	USA CO DR 0563 and DR 5002	24 months	Details
Florida	RESALE	Static Document	Year End	Details

Select regions and reasons your company is exempt from tax

Search by customer name, customer code or alternate ID

Vendors

Reports

Search by vendor name, vendor code or alternate ID

Filters ✕

Reports

Vendor Certificate details ▾

Vendor details ▲

Region of vendor address

Vendors missing certificates

Regions covered by this certificate

Washington ✕ ✕

Search

Alabama

Alaska

Alberta

American Samoa

Arizona

Created/starting by: MM/DD/YYYY

Last modified by: MM/DD/YYYY

Vendor code	Vendor name	Address	Active certificates
GBX1234	Globex Corporation	12403 Maple Systems Road Walnut Creek, VT 22222 US	4
ven-9-21	new9/21	133 21, CA 11111 US	2
VEN-XXX	TEST VENDOR123	100 test st TEST TOWN, NY 11111 US	3
NEX-001	NEXUS	100 tes tst test town, CA 11111 US	2
8-24-test-23	smoke vendor test 8 24	test 100 test town, CA 111111 US	1
LGVC-001	Little Giant Vacuum Company	100 Tom St Walla Walla, WA 11111 US	3
WAWA-WA-001	Walla Walla Washington Vacuum Company	100 test st Walla Walla, WA 99362 US	2
tnt	Comic Book Supplies, LLC	255 5 King St Seattle, WA 98104 US	3
DEMO	Kael Demo Vendor	255 5 King St Seattle, WA 98104 US	7
ven-08-10	new vendor aug	100 test st test, CA 11111 US	3
snk-2	snk two	0s 233, AZ 11111 US	2
snk-01	snk one	100 t est now, CA 11111 US	1
			2

Add vendors and filter to just those missing exemption certificates

Filter to specific exemption regions

Vendors

Reports

Filters Manage columns

... [+ Add a vendor](#)

Filters [X]

Reports [Dropdown]

Vendor Certificate details [Dropdown]

Vendor details [Dropdown]

Region of vendor address [Dropdown]

Vendors missing certificates

Regions covered by this certificate

Washington [X] [X] [Dropdown]

Vendor code [Input]

Vendor code	Vendor name	Address	Active certificates
GBX1234	Globex Corporation	12403 Maple Systems Road Walnut Creek, VT 22222 US	4
LGVC-001	Little Giant Vacuum Company	100 Tom St Walla Walla, WA 11111 US	3



Sending certificate to GBX1234 - Globex Corporation

Cover letter *

Cover Letter

Vendor Exemption Request - Sales and Use Tax ▾

Add a copy of the cover letter to the attached certificate form

Delivery method *

Email × ▾

Region covered by this certificate *

Washington × ▾

Reason for exemption *

RESALE × ▾

Email or mail certificates to send to your vendors for tax exemption. We'll help you choose the correct certificate.

[Next](#) [Cancel](#)



USA WA SST Certificate of Exemption

Business Information

1.) Is this a Blanket certificate covering multiple purchases or a Single purchase certificate?

Blanket certificate covering multiple purchases X

Exemption Information

3.) Please select your type of business:

Manufacturing X

4.) Please select your reason for exemption:

G. Resale X

5.) ID Number

123

6.) State or Country the ID number is from

WA

7.) If multiple reasons for exemption, provide respective letters from Line 4

PO number

ABC123

Send Cancel

Enter relevant details that are required by each tax jurisdiction

Exemption certificate 9782

Certificate History

Status

Valid

Issued

Issue type:

Region covered by this certificate

North Carolina

Reason for the exemption

Retail

Subcategory

Effective

North Carolina certificate (019782)

Type of ID

Tax ID Number

State issued ID number

Verify your taxpayer ID with the state department of revenue.

Certificate doesn't expire


Assign an expiration date

 Check this certificate to see if it is covered by your base order.

Purchase order or invoice number

+ Add a comment

Connect to MOD



E-595E
Streamlined Sales and Use Tax Agreement
Certificate of Exemption

This is a multi-state form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify for each exemption from tax in the state that would otherwise be due on the sale. The seller may be required to provide the exemption certificate on state documents required on the form to a state that would otherwise be due tax on the sale.

The purchaser will be held liable for any tax and interest, and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

- Check if you are adding this Multi-state Agreement form.
 - NC** If not, enter the narrative parcel identification for the state under which this purchase is being completed.
- Check this certificate is for a single purchase and enter the related invoice/purchase order # 26631
- Flavor print**
 Name of the Buyer: _____
 Name of the Seller: _____

State/Zip	City	State	Zip
NC/27615	Greenville	WA	98104-3217
205 S King St	200 Park		
PO BOX 10101	200 Park		
01-12345678	North Carolina	Flavor print	
1111212345	1111212345	0112345678	0112345678

 Name of the Seller (do not include initials, trade or DBA): _____
 Hired Supply, LLC
 Seller's address: _____
 2712 Sunny Way
 Miami
 FL 33123
- Type of business.** Check the number that identifies your business.

<input type="checkbox"/> 01 Accommodation and food services	<input type="checkbox"/> 01 Transportation and warehousing
<input type="checkbox"/> 02 Agricultural, forestry, fishing, and hunting	<input type="checkbox"/> 02 Utilities
<input type="checkbox"/> 03 Construction	<input type="checkbox"/> 03 Wholesale trade
<input type="checkbox"/> 04 Finance and insurance	<input type="checkbox"/> 04 Business services
<input type="checkbox"/> 05 Information, publishing, and communications	<input type="checkbox"/> 05 Professional services
<input type="checkbox"/> 06 Manufacturing	<input type="checkbox"/> 06 Education and health services
<input type="checkbox"/> 07 Mining	<input type="checkbox"/> 07 Nonprofit organization
<input type="checkbox"/> 08 Real estate	<input type="checkbox"/> 08 Government
<input type="checkbox"/> 09 Retail and wholesaling	<input type="checkbox"/> 09 Not a business
<input type="checkbox"/> 10 Rental and leasing	<input type="checkbox"/> 10 Other parties
<input type="checkbox"/> 11 Other	
- Reason for exemption.** Check the letter that identifies the reason for the exemption.

<input type="checkbox"/> A. Federal government requirement	<input type="checkbox"/> N. Agricultural producer # _____
<input type="checkbox"/> B. State government requirement	<input type="checkbox"/> 1. Industrial producer/manufacturing # _____
<input type="checkbox"/> C. Tribal government approval	<input type="checkbox"/> 2. Direct pay period # _____
<input type="checkbox"/> D. Foreign shipment # _____	<input type="checkbox"/> 4. Direct mail # _____
<input type="checkbox"/> E. Retail # <u>0112345678</u>	<input type="checkbox"/> 1. Other parties
- Sign here.** I certify that the information on this certificate is correct and complete to the best of my knowledge and belief.

Seller's authorized signature:	Title:	City:	State:
<i>CFO Smith</i>	CFO Smith	CHS	2023 09 19
1111212345	msc@mediaserver.com		

Certificate has been created and sent via e-mail along with CertExpress link

Adding a Vendor & Creating a Certificate

Avalara

Home Transactions ▾ Exemptions ▾ Returns ▾ Reports Settings ▾

ECM Pro SALESDEMO Switch company

Add a vendor

Vendor name *	Vendor code *	Taxpayer ID	Alternate ID
<input type="text" value="Hose supply, LLC"/>	<input type="text" value="HDS"/>	<input type="text" value="67-415841"/>	<input type="text"/>
Primary business address	Contact information	Tax regions	
Country *	Name of contact	Regions where you do business with this vendor	
<input type="text" value="United States"/>	<input type="text" value="Ben There"/>	<input type="text" value="Florida"/>	
Address *	Phone number		
<input type="text" value="2212 Sunny Way"/>	<input type="text" value="1111231454"/>		
+ Address line	Email		
City *	<input type="text" value="Ben.There@hosesupply.com"/>		
<input type="text" value="Miami"/>	Fax		
Region *	<input type="text"/>		
<input type="text" value="Florida"/>			
Zip *			
<input type="text" value="65123"/>			

Select +Add a Vendor and complete business information >Save.

Save

Cancel

Vendor Exemptions identifies missing certificates > Click "Create & send".


Hose supply. LLC

Search by customer name, customer code or alternate ID

 Hose supply. LLC is missing certificates for Florida. [Create & send](#)

Vendor code HOS

Show only active certificates

 Send a certificate

Certificate ID ↑	Region	Exemption reason	Effective	Expiration	Status	Single use	Preview
------------------	--------	------------------	-----------	------------	--------	------------	---------

Create a certificate package

Tell us where you're exempt and we'll generate the certificates for each reason. We may ask for additional information if a certificate has unique fields. The available region and reason choices are based on your default form settings

Enter a package name *

Resale Certificates

Enter a package description *

Certs regularly sent for manufacturing exemption

Region covered by this certificate *

Alabama X California X Florida X Illinois X X
Maryland X

Reason for exemption *

RESALE (Alabama) X RESALE (California) X X
RESALE (Florida) X RESALE (Illinois) X
RESALE (Maryland) X

Create new package

Cancel

Vendor Exemption Management Premium can create a package of commonly sent certificates to save time and effort

Package details

+ Add certificates

Package name*
Resale Certificates

Package description*
Certs regularly sent for manufacturing exemption

Florida resale Edit Remove this certificate

Static document
There are no fillable form fields on this document

Alabama resale Edit Remove this certificate

USA US MTC UNIFORM SALES & USE TAX EXEMPTION/RESALE CERTIFICATE -- MULTIJURISDICTION

Business description
Tools

Property service description
Goods

AL number
12345

Show more ▾

Package can be sent to one or multiple vendors - vendor(s) receives *all* exemption certificates for *all* regions you specify

Avalara Vendor Exemption Management

- Centralize & control your tax-exempt procurement processes
- Create and send documents directly to vendors quickly, accurately, and at scale
- Securely collect, store, and manage your exemption certificates
- Manage vendor list & information
- Save time and improve agility
- Reduce credit & re-bills, tax overcharge, hassle and time with suppliers



1099 & W-9 reporting
for your vendors

CPE POLL QUESTION 4

What is the hardest part of managing tax compliance for your company?

Maintaining IRS compliance can be tricky

Companies file 1099s and other information returns for work completed by vendors, contractors, and freelancers.

Information returns come in varying types:

- W-9s
- 1099s
- W-8s
- 1042Ss
- TIN
- TIN Matching
- B-Notice
- FATCA
- IDR audits

The image displays two IRS forms. The top form is a W-9, 'Request for Taxpayer Identification Number and Certification', dated December 2011. It includes fields for the requester's name, address, and business type, and a section for the recipient's name and address. The bottom form is a 1099-MISC, 'Miscellaneous Income', dated 2019. It includes fields for the payer's and recipient's information, and a grid for reporting various types of income such as rents, royalties, and other income. The 1099-MISC form also includes a section for state tax reporting.

Customer pain points

W9 & 1099 forms



Lack of a **structured, validated W9 collection process**

Can be a liability to the business



Lack of **W9 compliance**

Businesses required to withhold a percentage from vendor payments automatically



W9s are stored as **printed copies**

Inaccessible and the number of forms managed is becoming unwieldy



Tracking **W9 expirations**

Complex and varies across the different form types and is regulatory driven (FATCA)



Managing and remediating **federal B-Notices**

Manually intensive process (based on bad W9)



Rush to send and collect W9's

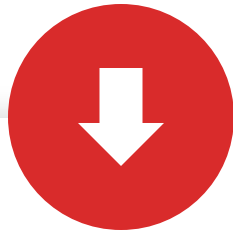
1099's are then created and filed last-minute



Too much resources spent on W9/1099

Wasteful and inefficient use of employee resources

Legislative changes complicate 1099

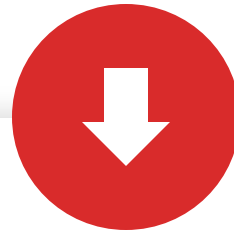


\$600

1099 threshold reduced from \$20,000 for payment processors

Marketplaces impacted more

Red Tape Reduction Act proposed to raise threshold back to \$10,000

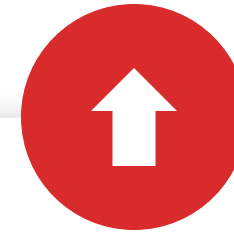


10 forms

Electronic filing reduced from 250 forms

Small businesses are most impacted

Electronic filing is a requirement



Penalties

Collected by IRS are increasing this year

Legislative changes complicate W-9 & 1099



Providing an incorrect tax ID for vendors when filing a 1099

Notified by IRS and must rectify with vendor, otherwise business will incur penalties



W9 was never collected

Fined \$50 - \$280 per missing W9



Manually managing your own W9 or 1099 collection and storage

Security must be up to par; W9s include VERY sensitive information

How Avalara 1099 can help

(powered by Track1099)

- Generate and e-file IRS Forms 1099, W-9, W-2, 1095, and more
- Fully paper-free process, from IRS e-files to recipient e-delivery, to e-corrections, and state e-filing
- Match taxpayer identification numbers (TIN) to prevent IRS fines for errors
- Secure delivery to IRS and recipients is easy
- Continue to save and transfer the data from year-to-year
- Store and manage W-9s in a secure repository



W9 & 1099 business use case scenarios

Use case

We are a shopping platform and sign our 'merchants' up online and would like to receive a W9 as a part of the merchant sign up process.



Avalara 1099 unique value



Avalara provides a vendor plugin that allows for the TIN validation, renewal, and storage, and retrieval of W9s at the point of vendor on-boarding.

We have a lot of vendors and need to collect W9s from them, and then we want to use that information on the complimentary 1099s.



Avalara 1099 will automatically transfer accurate information from the W9 to the 1099s so there are no discrepancies

We need help to digitize our paper W9 IRS forms



Avalara provides managed services that will digitize paper documents and attach the W9 directly to the vendor records.

We need help knowing who to request W9s from and keep track of who has and hasn't filled a form out and remind them to fill it out in time.



Avalara provides a centralized W9 form repository to track and manage complete and incomplete forms.

2022 2021 2020 2019 2018

All Payers

Overview 1. Add New Payer 2. E-file All 3. Mail All 4. Download All Import Data

Q Recipients & Payers

Payer	Total Forms	IRS E-file	State E-file	Recipient E-Delivery	Recipient Postal Mail	CSV	Access
Central Perk Cafe Unscheduled IRS Forms 1	NEC 1						
Cruz Alexander	NEC 1	Best 1	Good 1	Enabled 1			
Dunder Mifflin							
Example Payer Company Unscheduled IRS Forms 2	C 2						
Monks Cafe							
Payer A Unscheduled IRS Forms 11	MISC 1 NEC 4 W-2 4 1042-E 10 S 1 9921 1	Corrected 1 Best 2	Good 4 Scheduled 2	Enabled 1	Mailed 3		



[< Companies List](#)
Central Perk

Search Vendors 

Vendor Name 	Delete...	Form 	Issue 1099	E-delivery Consent	Status 	Updated 	
Rachel Green		W-9	<input checked="" type="checkbox"/> Indiv/SoleP	<input checked="" type="checkbox"/> Consented	Signed	09/25/23	PDF
Ross Geller		W-9	<input checked="" type="checkbox"/> Indiv/SoleP	<input checked="" type="checkbox"/> Consented	Signed	09/25/23	PDF
Chandler Bing		W-9			Requested	09/25/23	
Joey Tribbiani		W-9			Requested	09/25/23	
Monica Geller		W-9			Requested	09/25/23	
Pheobe Buffay		W-9			Requested	09/25/23	

- [+ Request Forms !\[\]\(c6a8736a601a632e2c96605cf66055ed_img.jpg\)](#)
- [Manually Add Form !\[\]\(64ef2b19d70b31fbbfce0e0e2aa3d7b4_img.jpg\)](#)
- [Resend Email Requests](#)
- [All Forms \(CSV\)](#)
- [All Forms in one PDF](#)
- [All, Separate PDFs](#)
- [TIN Match File](#)

Q&A



Continuing Professional Education (CPE)



Qualifying for credit

- > Respond to **3 of 4** poll questions
 - > Questions display for a limited amount of time
 - > Select your answer and click submit
- > Attend the **full duration** of the webinar
 - > Attend at least 50-minutes to qualify



Downloading Certificate

- > Download the certificate once you qualify
 - > Find the Earn Certification box
 - > Click the icon to download
- > Those that qualify will also receive their certificate in a post-event email

Avalara

Vendor Exemption Management use case examples

Business use case scenarios

Our vendors are requesting certificates for any tax-exempt purchase in advance of order processing



- Receive requests from vendors for exemption certificates
- Save time with orders that are processed right the first time
- Automated and efficient process
- Only approved certificates are issued to vendors
- Central repository of all issued vendor exemption certificates makes tracking, management, and retrieval easy

Our regular vendor is unable to meet our delivery schedule and we need an alternate vendor to avoid supply chain disruption



- Easily set up new vendors and decrease supply chain disruption
- Easily issue exemptions to new vendors to enable purchase order fulfillment

Our vendors need to ship directly to a customer who is in a different state



- Vendors drop ship to your customer in a new state
- Issue a resale certificate to the new state BEFORE the order is placed so no tax is charged