

Welcome to Ceterus Sales Tax!

Your Ceterus service package involves Ceterus filing and paying sales tax on your behalf. Because the nature of “taxes” across the United States (to include taxes levied at the state and municipal level) is very complex, it is important to describe in detail the services to be performed by Ceterus.

Sales Tax Package Conditions

*Ceterus defines sales tax as a tax levied at the point of sale, collected by a merchant, and passed on to the government. We will file your **sales and use tax** periodically in accordance with the following conditions:*

- **Information:** As part of your onboarding process, Ceterus identifies the methodology, timing, and portal access required to file sales tax.
- **Set Up:** Ceterus cannot setup your sales tax portal accounts or access for you (in part because personal information is frequently involved). We recommend working directly with the state/DOR office if you run into questions during setup.
- **Filings:** Ceterus will initiate sales tax filing in the month your service agreement begins (please advise if you need assistance with prior filings).
- **POS Configuration:** You are best able to ensure that your point of sale (POS) system is configured for applicable taxes required in your state/locality.
- **Use Tax:** Use Tax is a form of sales tax, a tax owed to your local jurisdiction for the purchase of items that will be used, stored or consumed in your jurisdiction but on which no tax was collected in the state of purchase. If you have a regular or situational need to pay use tax, you must provide Ceterus with the *use tax taxable amount* and related information *10 days prior* to the use tax due date.

Ceterus Sales Tax Standards

- **Calculating Sales Tax:** Ceterus will use standard POS reports and/or other reports you provide to determine your sales tax payments which are associated to a specific physical location.
- **State Sales Tax:** We will assume you only have a state sales tax filing unless you advise otherwise or where it is clear from your POS/reports.
- **Sales Tax Changes:** You must alert Ceterus as to any changes as they relate to sales tax rate, frequency, or payments. Where a rate change arises in your state or locality, you must make adjustments in your POS and sales tax payment portals consistent with local law/regulation. If you decide to make payments from a different account, you must advise Ceterus so we can adjust accordingly.
- **Online Filings:** All filings will be performed using your state/municipality online sales/use tax portal. For any “paper” filings, Ceterus will provide the details you need to complete the form which you will submit and pay directly.

Exclusions

It would be impractical for Ceterus to be experts in state and local taxes on a nationwide basis. For the purposes of your service relationship with Ceterus, “sales taxes” for which we are responsible are taxes that are collected from your customers, reflected on your POS, and due to the state and locality on a defined periodic basis (and *Use Tax* where applicable).

Examples of taxes that are not “sales tax” and not part of Ceterus’ routine scope of service include:

- **Commercial Activity Tax**
- **Tanning Tax**
- **Gross Receipts Tax (also Business Tax)**
- **Business and Operational Tax**
- **Franchise Tax**
- **Withholding/Employee Tax**

Please let us know if you would like a more detailed summary of this service. If you would like Ceterus to perform other tax filings on your behalf, please let us know and we will assess whether we can perform that service.

If you have received a tax notice and have questions, please contact Customer Success at
support@ceterus.com