

# Sales Tax WKForms™

One source for all the forms, schedules and instructions you need

Compliance • Databases • Research/Lookups • ERP Integrations

Sales Tax WKForms gives you tools to help address front-office needs for sales and use tax rates and back-office requirements for jurisdictional compliance. Current forms are readily available in one place — all you need to do for each filing period is key in your financial data while forms auto-calculate. Then review the returns, print and file with the taxing authority.

## SAVE TIME WITH A STREAMLINED SALES TAX PROCESS

Filing returns has never been easier! You'll have complete control over the entire process. Manually complete tax returns by filling in the data fields on-screen, and the calculations are performed instantly, unless you choose to override. Client profiles can be used to automatically populate filing contact information, and all records and returns are stored in easy-to-retrieve client folders that can also be shared via email. Your Sales Tax Assistant profile is easily imported into WKForms, so there's no need to re-enter your company information.

WKForms is built for the Microsoft .NET environment, which means faster processing time. And the system is scalable to your needs, with 1, 5, 10 or all-state user options.

## REDUCE ERRORS AND EFFORT IN SALES TAX COMPLIANCE AND RECORDKEEPING

With Sales Tax WKForms™, you receive a forms and worksheet library covering virtually every sales and use tax compliance need. All forms are updated and in place each month, so you're always using the most current form from the appropriate taxing authority.

- **Intuitive** — Take advantage of a user-friendly interface that features automatic font sizing, color-coded fields, auto-calculations, hidden notes and an onscreen tutorial. A visual identifier lets you know when calculated fields have been overridden, allowing you to quickly restore the calculation if necessary.
- **Easy-to-Use** — Your calculations will be faster and more accurate with an easily accessible calculator to help you execute numeric functions, and the convenient calendar eliminates the need to search for a calendar or guess the correct date. It's also easy to insert a duplicate page, retaining text and client data from the original form.
- **Integrated** — You can save all your forms as PDF files, so you can easily email returns as PDF attachments any time you need, or integrate WKForms files into a document management system. WKForms resides on your desktop, so you no longer have to interrupt your workflow by logging in to an online service.
- **Reliable** — Eliminate mistakes and minimize costly re-filing issues. You'll receive all of the latest, most accurate forms and rates...all updated monthly. If the form you need isn't yet available as an interactive form, an official agency PDF version is provided.
- **Flexible** — Customize the configurable interface with frames for blank forms, saved forms, year of forms, and jurisdictions all on the same screen. Powerful search options let you search for any form or worksheet by keyword, type or number, and the last form search is saved between sessions for quicker access.

## SIMPLIFY YOUR BILLING & SALES TAX COLLECTION WITH CORPSYSTEM® ZIPSALLES® LOOKUP

Now you can check and confirm any tax rate from any jurisdiction with only a few keystrokes! As part of the Sales Tax WKForms™ monthly software package, you'll receive CorpSystem™ ZIPSales Lookup, which catalogs sales and use tax rates for every ZIP code, city, county and state in the U.S., its territories and Canada. With ZIPSales Lookup you can:

- Look up and print complete rate directories or just a monthly list of changed rates.
- View all locations served by each ZIP code, with city and county defaults by population for ZIP codes that cross jurisdictions.
- Print a rate directory by state, county, city or ZIP code and view prior rates back to 1994.
- Enter a taxable amount and calculate the tax on a given transaction using current or prior rates.
- Track rate changes by your locations, allowing you to quickly focus on only those changes that affect you.
- Get updates via the Internet.

## COMPLIANCE PACKAGE

The All-State Plus package includes Sales and Use Tax Alert, our Internet-based sales tax news product that gives you convenient bi-weekly updates. You can:

- Keep up-to-date with the latest jurisdictional tax laws, regulations and guidance.
- Focus on specific states of interest — News is conveniently summarized by state.
- Stay informed with bonus inserts that cover the latest hot topics.

## SYSTEM REQUIREMENTS

- Processor — Pentium III or faster processor [Pentium IV or higher recommended]
- RAM — 256 MB of RAM or greater (512 MB recommended)
- CD-ROM — 16X (min)
- Internet Connection — 56Kbps modem or better recommended
- Display Resolution — Super VGA 800x600 256 colors (1024x768 16-Bit Color or higher recommended)
- Hard Disk Storage — 50 MB of free space for application and associated system files
- Operating System — Microsoft Windows 2000® with Service Pack 4 (SP4),
- Microsoft Windows XP® with Service Pack 1 (SP1). Service Pack 2 (SP2) is required if you are connecting through a proxy server/firewall.
- Windows 2000/2003 Server for shared CD-ROM access
- Internet Browser — Microsoft Internet Explorer® 5.5 SP2 or 6.0 SP1
- Printer — HP PCL 4, 5 and 6, inkjet and postscript compatible
- Proxy and Firewall Configuration — As supported by your Internet browser, use of authentication supported for Clear Text UserID and Password.
- PDF Reader — Adobe Reader® 7.0 or above
- User Rights — User should have Administrator permissions on their PC.

For more information about how CCH can automate your sales tax process, call 1-866-513-CORP (1-866-513-2677) or visit [SalesTax.com](http://SalesTax.com)

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