

# ARSSTC Procedure

## Changes to Tax Code

### Challenge

What happens when a jurisdiction makes changes to their tax code?

### Roles and Responsibilities:

- 1) Jurisdiction approves the change to tax code with an effective date, usually 30 days after passage.
- 2) Jurisdiction notifies AMSTP staff immediately of the approved change and sends the signed ordinance.
- 3) Upon receipt of the change, AMSTP staff forwards the change to TTR and MUNirevs with a timeline of having updates completed within a 30-day period.
- 4) Once changes have been made in the software, the Jurisdiction will receive an updated taxability matrix to be reviewed and approved.
- 5) Once a Jurisdiction signs for final approval of the changes to be implemented, the AMSTP staff will send an email notification to ARSSTC portal users giving an effective date of the 1<sup>st</sup> of the month following a 30-day implementation period.

### Example of Timeline:

April 15	City Council passes tax code change effective May 15
April 17	Jurisdiction representative notifies AMSTP staff of passage and sends signed ordinance
April 17	AMSTP staff sends notice to software vendors and requests the Taxability Matrix be updated within 30 days
May 1	TTR provides updated Taxability Matrix for Jurisdiction approval
May 5	Jurisdiction signs and approves Taxability Matrix. Returns to AMSTP
May 18	AMSTP staff notify sellers of pending code changes effective July 1
July 1	Code change applied by seller.