# Use Tax Correction Form Instructions

## How to Submit a Use Tax Correction

1. **Click to go directly to the Use Tax Report**

2. **Login to the Use Tax Correction Report** using your **UW NetID and Password**.

   ![Login Form](image)

   Enter your *Login credentials* and click **OK**

3. The Use Tax Correction Report allows you to search for transactions by:
   - Entering a specific **Budget Number, DSI, Procard Tran ID** or **Invoice Number** into the fields to narrow down the report results.
   - Selecting your **Org Dean Level, Org Major Area Level, Org Dept Level** and **Org Sub Division** information from the drop-down menus to include multiple transactions.

   Once you have entered the information, click **View Report**.

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![Report Form](image)

*You have the option to enter a Budget number, DSI#, ProCard Tran ID or Invoice# to search for a transaction*

*You can also make selections from the drop-down menus*

*To run the report, click View Report*
4. Locate the transaction from the report you wish to add/reverse use tax.

To access the Use Tax Correction form and initiate a correction for a transaction, you must click on the Submit Correction link from the column on the far left of the report.

Text highlighted in blue and underlined within the report means that it is a clickable link.

5. After clicking the Submit Correction link on the transaction, you may be prompted for additional logins using your UW NetID and Password before accessing the Use Tax Correction form.
6. After logging in, the **Use Tax Correction form** appears (example screen shot below). This is where you will submit a request to add or reverse the use tax on that transaction.

Below and on the following pages are examples of how to:
- **Add** tax when tax was not originally applied *(this page)*.
- **Reverse** tax when tax should not have been added to the transaction *(page 4)*.
- Submit the form for **ProCard** transactions *(page 5)*.

➢ To **ADD** tax when tax was not originally applied *(Ariba transactions)*:

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**Use Tax Correction**

- DSI / Procard Tran ID *
  - 99700084398

- Location (for Tax Rate) *
  - System default location is Seattle

- Original Use Tax Amount *
  - $ 0.00

- Corrected Use Tax Amount *
  - $ 36.55

- Reason for Correction *
  - Provide a reason for the Correction here. If you believe the system-calculated Corrected Use Tax Amount is incorrect, please note that here as well.

- Contact E-mail *
  - yournetid@u.washington.edu

- Submit

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Click on the drop-down menu to select the **Tax Rate Location** for the transaction. The system defaults to **Seattle**. Other location options: **Bothell, Tacoma, Forks, Eatonville and Friday Harbor**

The system automatically calculates the Use Tax Amount based on the Tax Rate for that location.

Your UW email appears by default, but can be changed.

Click Submit after providing all the information above.
➢ To **REVERSE** tax when tax should not have been added to the transaction (**Ariba transactions**):

![Use Tax Correction Form]

- **DSI / Procard Tran ID**: 99699884741
- **Original Use Tax Amount**: $34.18
- **Corrected Use Tax Amount**: $0.00

*When reversing tax, the system automatically sets the Amount to $0.00*

- **Reason for Correction**
- **Contact E-mail**: yournetid@u.washington.edu

*Submit*
How to Submit the form for **ProCard** transactions:

1. **Required**: For ProCard transaction: Attach a copy of the invoice/receipt here.

7. After Submitting the form, the Tax Office reviews the request. If the request is **Denied**, you will receive an email from the Tax Office stating the reason why. Emails will be sent to the email address listed on the Use Tax Correction Form.

8. If you resubmit the request, make the necessary corrections and **repeat steps 1 through 6 in this guide**.