How to Submit a Use Tax Correction

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

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

   ![Login to Use Tax Correction Report](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.

![Use Tax Correction Report](image)
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**.

   ![Use Tax Correction Form](image)

   **Use Tax Correction**

   **List of transactions**

<table>
<thead>
<tr>
<th>Submit Correction</th>
<th>UBI / Proc Card Trn ID</th>
<th>Invoice Nbr</th>
<th>PO Number</th>
<th>Check Date</th>
<th>Net Amount</th>
<th>Use Tax</th>
<th>Organization Name</th>
<th>Budget Srvc Org</th>
<th>Account Code</th>
<th>Vendor Name</th>
<th>Payment Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Correction</td>
<td>99700084114</td>
<td>UWBNK201803-26</td>
<td>AE0601140</td>
<td>3/5/2018</td>
<td>$160.00</td>
<td>$0.00</td>
<td>PROCUREMENT SRVCS</td>
<td>74-5450</td>
<td>05-99-00</td>
<td>TANGO CARD INC</td>
<td>ACH</td>
</tr>
<tr>
<td>Submit Correction</td>
<td>99700084838</td>
<td>201712-20</td>
<td>AE0605880</td>
<td>3/5/2018</td>
<td>$561.84</td>
<td>$0.00</td>
<td>PROCUREMENT SRVCS</td>
<td>14-3735</td>
<td>08-34-00</td>
<td>UNIV OF FLORIDA (Gainesville)</td>
<td>Paper Check</td>
</tr>
<tr>
<td>Submit Correction</td>
<td>997001451307</td>
<td>XR2587560</td>
<td>XH0152360</td>
<td>3/2/2018</td>
<td>$162.25</td>
<td>$0.00</td>
<td>PROCUREMENT SRVCS</td>
<td>14-3735</td>
<td>05-99-00</td>
<td>Robert J Lee</td>
<td>Direct Deposit</td>
</tr>
<tr>
<td>Submit Correction</td>
<td>99700084123</td>
<td>UWBNK201803-2</td>
<td>AE011250</td>
<td>3/6/2018</td>
<td>$650.00</td>
<td>$0.00</td>
<td>PROCUREMENT SRVCS</td>
<td>74-5450</td>
<td>05-99-00</td>
<td>TANGO CARD INC</td>
<td>ACH</td>
</tr>
<tr>
<td>Submit Correction</td>
<td>99700145106</td>
<td>UWBNK201803-01</td>
<td>AE0540960</td>
<td>3/7/2018</td>
<td>$150.00</td>
<td>$0.00</td>
<td>PROCUREMENT SRVCS</td>
<td>74-5450</td>
<td>05-99-00</td>
<td>TANGO CARD INC</td>
<td>ACH</td>
</tr>
<tr>
<td>Submit Correction</td>
<td>9970008425</td>
<td></td>
<td>AE0540960</td>
<td>3/6/2018</td>
<td>$1,040.00</td>
<td>$105.04</td>
<td>PROCUREMENT SRVCS</td>
<td>01-5450</td>
<td>05-99-00</td>
<td>VARIICKS</td>
<td>ProCard</td>
</tr>
</tbody>
</table>

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.

   ![Login](image)

   **Click login**
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**):

**Use Tax Correction**

- **DSI / Procard Tran ID** *
  
  99700084398

- **Location (for Tax Rate)** *
  
  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

**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

*Reason for Correction *

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

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

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**.