

**From:** SCEIS AST <sceis-ast@sceis.sc.gov>  
**To:** SCEIS AST <sceis-ast@sceis.sc.gov>  
**Date:** 3/12/2015 8:09:37 AM  
**Subject:** Automated Use Tax Implementation and Rollout

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**From:** [sceis-ast@sceis.sc.gov](mailto:sceis-ast@sceis.sc.gov)

**To:** Finance Directors

**CC:** SCEIS Agency Advocates

**Subject:** Automated Use Tax Implementation and Rollout

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Good Morning:

SCEIS has developed a process to automate the preparation and submission of an electronic use tax return to the SC Department of Revenue and record and pay the vendor payable for tax due on behalf of each business area. This entry will also reduce the use tax payable balances.

Business areas will have access to monitor the preliminary and final return information and document details. Business areas will continue to be responsible for recording items subject to use tax with the appropriate U1 tax code and tax jurisdiction in a timely manner.

SCEIS tested the process last month with pilot agencies. The pilot agencies were able to successfully submit an electronic use tax return and payment. SCEIS is ready to roll out this enhancement to the remaining business areas with detail accounts payable transactions.

The SCEIS Team has scheduled a meeting to provide agencies with additional details of the process, features, examples and the rollout schedule of the automated use tax implementation. Please see the meeting details below:

**Automated Use Tax Implementation Meeting**

**Date:** March 25, 2015

**Location:** Peebles Auditorium, Department of Health and Environment Control (DHEC)  
2600 Bull Street, Columbia

**Driving Directions:** <http://www.sceis.sc.gov/location.aspx?id=13>

**Time:** 9:00 a.m. to 5:00 p.m.

**We strongly encourage agencies to bring the employees who prepare the manual returns today as well as their General Ledger (GL) employees.**

If you have any questions, please email [sceis-ast@sceis.sc.gov](mailto:sceis-ast@sceis.sc.gov).

Thank you,  
The SCEIS Team