



American Association of Motor Vehicle Administrators

OUR MISSION

*Serve North American
motor vehicle and law
enforcement agencies
to accomplish their
missions.*

OUR VISION

*Safe drivers
Safe vehicles
Secure identities
Saving lives!*

REQUEST FOR PROPOSAL

No. FY27-1655

State and Local Tax Compliance Services

October 2026

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The American Association of Motor Vehicle Administrators (AAMVA) is a non-profit organization, representing the state and provincial officials in the United States and Canada who administer and enforce motor vehicle laws.

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CONTENTS

1	INTRODUCTION	1
1.1	ENTITY BACKGROUND	1
1.2	PURPOSE.....	2
1.2.1	ADDITIONAL PURPOSE DETAILS (IF REQUIRED - OPTIONAL)	ERROR! BOOKMARK NOT DEFINED.
1.3	MINIMUM QUALIFICATIONS	2
1.3.1	ADDITIONAL PROCUREMENT SPECIFIC QUALIFICATIONS (IF REQUIRED - OPTIONAL)	2
1.4	PERIOD OF PERFORMANCE	4
2	GENERAL INFORMATION	5
2.1	RFP COORDINATOR	5
2.2	ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES	5
2.3	ACCEPTANCE PERIOD	6
2.4	RESPONSIVENESS.....	6
2.5	MOST FAVORABLE TERMS.....	6
2.6	GENERAL TERMS AND CONDITIONS	6
2.7	COSTS TO PROPOSE	6
2.8	NO OBLIGATION TO CONTRACT.....	6
2.9	REJECTION OF PROPOSAL	6
3	SCOPE OF SERVICES AND STATEMENT OF WORK	7
3.1	OVERVIEW AND GENERAL REQUIREMENTS.....	7
3.2	SERVICE REQUIREMENTS	7
3.2.1	RETURN PREPARATION AND FILING.....	ERROR! BOOKMARK NOT DEFINED.
3.2.2	PAYMENT REMITTANCE	ERROR! BOOKMARK NOT DEFINED.
3.2.3	DATA INTAKE AND RECONCILIATION.....	ERROR! BOOKMARK NOT DEFINED.
3.2.4	NOTICE AND AUDIT SUPPORT	7
3.2.5	REPORTING AND RECORDKEEPING	7
3.2.6	INTERNAL PROCESS AND CONTROLS.....	7
4	PROPOSAL INSTRUCTIONS AND EVALUATION PROCEDURE	9
4.1	PROPOSAL CONTENT	9
4.1.1	VOLUME I CORPORATE & TECHNICAL EXPERIENCE	9
4.1.1.1	Volume 1.1 Corporate.....	9
4.1.1.2	Volume 1.2 Technical Solution.....	9
4.1.2	VOLUME II PRICE PROPOSAL	9
4.2	PROPOSAL SUBMISSION.....	10
4.3	PROPOSAL SUBMISSION.....	11
4.3.1	EVALUATION AND CONTRACT AWARD	11
4.3.2	EVALUATION PROCEDURE.....	11
5	RFP EXHIBITS.....	11
5.1	EXHIBIT B: CERTIFICATIONS AND ASSURANCES.....	11
5.2	EXHIBIT C: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS....	13
5.3	EXHIBIT I: AAMVA STATE AND LOCAL TAX FILING	14

1 INTRODUCTION

1.1 ENTITY BACKGROUND

AAMVA is a tax-exempt, nonprofit organization that develops and supports model programs in motor vehicle administration, law enforcement, and highway safety. The association also serves as an information clearinghouse in these areas and acts as the international spokesman for these interests.

Founded in 1933, AAMVA represents the state and provincial and territorial officials in the United States and Canada that administer and enforce motor vehicle laws. AAMVA's programs encourage uniformity and reciprocity among the states and provinces. The association also serves as a liaison with other levels of government and the private sector. Its development and research activities provide guidelines for more effective public service. AAMVA's membership includes associations, organizations and businesses that share an interest in the association's goals.

1.2 PURPOSE

The American Association of Motor Vehicle Administrators (referred to here as “AAMVA”) releases this request for proposal (RFP) to solicit proposals from qualified firms interested in participating in the bidding process.

The purpose of this RFP is to identify a vendor to manage AAMVA’s state and local tax compliance filings (i.e., sales and use tax, communications tax, excise tax, etc.) across all 50 states, U.S. territories, and Washington, D.C., while improving the efficiency of the overall process.

Requisitioned Services:

- 1) Prepare and file state and local tax returns and supporting forms/documentation
- 2) Remit payment for state and local tax obligations on AAMVA’s behalf
- 3) Data collection and reconciliation of state and local tax activity
- 4) Perform a review of any tax notices and audit requests with respect to state and local tax returns and provide management with recommended action steps to address
- 5) Maintain an effective system to manage documentation for filed state and local tax returns and provide status reports
- 6) Maintain sound internal controls that promote accuracy and timely filings

1.3 MINIMUM QUALIFICATIONS

The offeror must have a minimum of 7 years demonstrated experience providing the services listed in this RFP.

1.3.1 Additional Procurement Specific Qualifications

- Timely filing is a mandatory, non-negotiable requirement of this engagement
- Current experience filing in all jurisdictions or a documented plan to onboard any jurisdiction in which the offeror lacks current experience
- Personnel that possess appropriate credentials, technical competence, working knowledge, and understanding of jurisdiction tax rules
- Internal processes and controls for ensuring each return is filed by the applicable deadline
- Demonstrated data security practices and, where applicable, relevant certifications (i.e., SOC 1 Type II, SOC 2 Type II)

- Errors and omissions/professional liability and cyber insurances that covers activities related to these services
- No unresolved material complaints, litigation, or regulatory actions related to tax compliance services within the past 5 years (or full disclosure of any such matters)
- Ability to receive AAMVA tax data via zip file and .ssf or support a defined data transfer process

1.4 PERIOD OF PERFORMANCE

The performance period for the anticipated contract

Contract Period	Start	End
Base Contract	Contract Award	12-month base period from date of award.
Option Year 1	Following base contract	13 months from date of award; 12-month period.
Option Year 2	Following option year 1	25 months from the date of award; 12-month period.
Option Year 3	Following option year 2	37 months from date of award; 12-month period.

2 GENERAL INFORMATION

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact at AAMVA for this procurement. All communication between the Offeror and AAMVA upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name	AAMVA Procurement
Address	4250 Fairfax Drive, Suite 1000
City, State, Zip Code	Arlington, Virginia 22203
Phone Number	703.908.5877
E-Mail Address	procurement@aamva.org

AAMVA will consider any other communication as unofficial and non-binding on AAMVA. Communication directed to parties other than the RFP Coordinator, as related to the scope of the RFP, may result in disqualification of the Proposal.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

The estimated procurement schedule of activities for this RFP is as follows; AAMVA reserves the right to modify this schedule:

Activity	Date
Issue RFP	10/13/2026
Written Intent to Bid Due	10/20/2026
Written Questions Due from Offerors About Scope or Approach	10/27/2026
Pre-Proposal Conference (Optional element)	11/2/2026-11/6/2026
Proposals Due	11/13/2026
Evaluate Proposal	11/16/2026-11/20/2026
Finalist Presentations (Optional element)	11/23/2026-11/27/2026
Announce "Apparent Successful Offeror"	One week following presentations

2.3 ACCEPTANCE PERIOD

The Proposal must provide 120 days for acceptance by AAMVA from the date of submission.

2.4 RESPONSIVENESS

The RFP Coordinator will review the Proposal to determine compliance with administrative requirements and instructions specified in this RFP. The offeror is specifically notified that failure to comply with any part of the RFP may result in rejection of the Proposal as non-responsive.

AAMVA also reserves the right, at its sole discretion, to waive minor administrative irregularities.

2.5 MOST FAVORABLE TERMS

AAMVA reserves the right to make an award without further discussion of the Proposal submitted. Therefore, the Proposal should be submitted initially with the most favorable terms that the offeror can propose. AAMVA also reserves the right to contact a offeror for clarification of its Proposal and request a face-to-face meeting.

The offeror must be prepared to accept this RFP for incorporation into a contract resulting from this RFP. It is understood that the Proposal will become a part of the procurement file on this matter without obligation to AAMVA.

2.6 GENERAL TERMS AND CONDITIONS

The apparent successful offeror will be expected to enter into a contract or purchase order with general terms and conditions agreeable to both parties. It is AAMVA's preference to engage offeror's under AAMVA's own standard contract terms and conditions in response to this solicitation; however, depending upon the specific procurement requirements, AAMVA may entertain offeror standards contract terms. The offeror may submit exceptions as allowed in [§5.2 Exhibit B: Certifications and Assurances](#) to this solicitation. AAMVA will review requested exceptions and will accept or reject them at its sole discretion.

2.7 COSTS TO PROPOSE

AAMVA will not be liable for any costs incurred by the Offeror in preparing a Proposal submitted in response to this RFP, or in performing any other activities related to responding to this RFP.

2.8 NO OBLIGATION TO CONTRACT

This RFP does not obligate AAMVA to contract for the services specified herein.

2.9 REJECTION OF PROPOSAL

AAMVA reserves the right at its sole discretion, and without penalty, to reject any and all proposals received and not to issue a contract as a result of this RFP.

3 SCOPE OF SERVICES AND STATEMENT OF WORK

3.1 OVERVIEW AND GENERAL REQUIREMENTS

This section lists services that AAMVA seeks from offerors throughout the duration of the contract.

AAMVA seeks a qualified vendor to prepare, file, and remit its state and local tax returns for the jurisdictions and filings listed in Exhibit I, using tax data AAMVA provides each month. The vendor will also reconcile source data, support tax notices and audits, maintain filing records, and maintain the controls that keep every filing on time.

3.2 SERVICE REQUIREMENTS

3.2.1 Sales and Use Tax Return Preparation and Filing

- Prepare all required state and local sales and use tax returns and supporting forms/documentation using data provided by AAMVA on a monthly basis
- File (electronically or mail (if applicable)) all returns with the appropriate taxing authority
- Ensure all filings are completed and submitted on or before the filing deadline
- Maintain current knowledge and apply applicable tax rates, rules, exemptions and filing requirements for every jurisdiction
- Prepare and file amended returns to correct original filing errors, as needed

3.2.2 Payment Remittance of Tax Obligations

- Remit all sales and use tax payments due to taxing authorities by the applicable deadline
- Provide defined sales tax account as funding source for liabilities to taxing authorities and payment timeline
- Provide confirmation of payment remittances for each period and jurisdiction

3.2.3 Data Collection and Reconciliation

- Receive data file in .ssf format, or a more efficient method, from AAMVA to prepare returns
- Reconcile prepared filings against source data provided by AAMVA prior to submission
- Identify and communicate discrepancies, missing data, or anomalies to AAMVA in a timely manner prior to filing deadlines

3.2.4 Notice and Audit Support

- Receive, review, and respond to jurisdiction notices related to prepared filings

- Provide AAMVA management with any other recommended actions or steps to address notices
- Provide support in the event of a sales or use tax audit along with access to filing records and workpapers

3.2.5 Reporting and Recordkeeping

- Provide AAMVA with copies of all filed returns and proof of remittances through a secure online portal
- Maintain a filing calendar with due dates, filing status, filing frequency, and confirmation number by jurisdiction
- Retain filing records in accordance with AAMVA's policy or applicable statute of limitations, whichever is longer
- Provide monthly status reports that summarize filings completed, upcoming deadline and any open issues

3.2.6 Internal Process and Controls Maintenance

- Maintain internal processes and controls that ensure every return is filed by the applicable state/local statutory deadline, including calendar management and escalation procedures
- Uphold timely filing track record (i.e, percentage of on time filings over the past 3 years) across existing client base
- Maintain contingency procedures for jurisdiction system outages, data delays, or other events that could jeopardize a filing deadline

4 PROPOSAL INSTRUCTIONS AND EVALUATION PROCEDURE

4.1 PROPOSAL CONTENT

The proposal shall be comprised of the following two (2) volumes, numbered Volumes I and II. Please follow the submission instructions listed in section 4.2.

4.1.1 Volume I Corporate & Technical Experience

- Limit to two (2) single-spaced pages.

4.1.1.1 *Volume 1.1 Corporate*

- Offeror(s) shall provide a summary of any corporate information relevant to this RFP, which should include, at minimum: Length of time providing like requested services, experience handling similar level of services as AAMVA needs in this RFP, and summary of the financial strength of the company.
- Offeror(s) shall describe three (3) examples of similar support services that offeror has provided of comparable size in the past three (3) years. For each example include contact information, project scope, relevance to this solicitation, timeline/dedicated hours, and written permission for a reference to discuss its performance with AAMVA.

4.1.1.2 *Volume 1.2 Technical Solution*

- Limit to twenty-five (25) single spaced pages including graphics.
- Please format your response in the same outline as Section 3 of this RFP.

4.1.2 Volume II Price Proposal

- Limit to ten (10) single spaced pages.
- Offeror(s) shall provide the best financial proposal to complete the work for the duration of the contract term.
- Professional Services:
 - Firm fixed price for the base contract (months 1-12) and for each of the three (3) option years.

- Price for each filing listed in Exhibit I (by jurisdiction and filing frequency), and the annual total for each contract year.
 - One-time onboarding or setup fees, if any.
 - Fees for amended returns, notice and audit support, or any other service not included in the fixed price.
- Discounts:
 - As applicable, please specify how discounts are calculated and applied
- Other Fees (if required):
 - Pricing for travel, other direct costs, licenses and any optional services relevant to this RFP must be included.

4.2 PROPOSAL SUBMISSION

- Proposal must be submitted in soft copy (Adobe PDF format) as set forth below.
- All text shall be twelve (12) point font, and page limits shall be as indicated. ***Please do not include corporate marketing material or boiler plate information in your response.***
- The Proposal is to be sent to the RFP Coordinator at the email address noted in [§2.1 RFP Coordinator](#). The email must be clearly marked with the RFP number.
- Any modifications to a Proposal in response to this RFP will be subject to these same conditions. The Proposal must respond to the procurement requirements. Do not respond by referring to material presented elsewhere. The Proposal must be complete and must stand on its own merits. Failure to respond to any portion of the procurement document may result in rejection of the Proposal as non-responsive. All Proposals and any accompanying documentation become the property of AAMVA and will not be returned.
- Proposals must be submitted as two separate files in your response as follows:
 - **File 1:** Shall include Volumes I labeled “Corporate & Technical Proposal Response for RFP 1655 by <company name>.pdf”
 - **File 2:** Shall include Volume II, Price proposal response labeled “Price proposal response for RFP 1655 by <company name>.pdf”. Please also include the signed Exhibits B and C.

4.3 PROPOSAL EVALUATION

4.3.1 EVALUATION AND CONTRACT AWARD

All Proposal will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. Only responsive proposals which meet the minimum requirements will be forwarded to the evaluation team for further review.

4.3.2 EVALUATION PROCEDURE

Response to proposals will be evaluated in accordance with the specifications stated in this solicitation and any addendum issued. Award will be made to the offeror that provides the best overall value to AAMVA.

	Description
1	Volume I Corporate & Technical Evaluation
1.1	Corporate/Firm Background
1.2	Experience/Past Performance
1.3	Project Scope of Services/Technical Solution
2	Volume II Cost Proposal
2.1	Overall Price
3	Interviews
3.1	Presentations

5 RFP EXHIBITS

5.1 EXHIBIT B: CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which this Exhibit A is attached, understanding that the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contracts:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.

3. The attached proposal is a firm offer for a period of 90 days following the due date for receipt of proposals, and it may be accepted by AAMVA without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of AAMVA whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official capacity. Any exceptions to these assurances are described in full detail on a separate page and attached to this document.
5. I/we understand that AAMVA will not reimburse any costs incurred in the preparation of this proposal. All proposals become the property of AAMVA and I/we claim no proprietary right to the ideas, writings, items, or samples presented in the proposal, unless so stated in the proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the offeror and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other offeror or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Signature of Offeror

Printed Name, Title and Date

5.2 EXHIBIT C: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

The prospective offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any department or agency of the Commonwealth of Virginia or any of the jurisdictions comprising the membership of the American Association of Motor Vehicle Administrators (AAMVA);
3. Have not within a three year period preceding this date been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
4. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated above of this certification; and
5. Have not within a three-year period preceding this date had one or more public transactions (Federal, State or local) terminated for cause or default.

Offeror understands that a false statement on this certification may be grounds for rejection of any submitted proposal or quotation or termination of any award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both if federal funds are being used to support the procurement.

Printed Name of Offeror

Printed Name and Title of Authorized Representative

Signature of Authorized Representative

Exhibit I – AAMVA State and Local Tax Filings

State	Tax Type	Form	Filing Frequency	Filing Method
1 Alabama (AL)	Utility Privilege	Form UPL-4	Monthly	E-File
2 Alaska (AK), Juneau	Sales and Use Tax	Sales Tax Return Form	Annually	E-File
3 Arizona (AZ), Phoenix	Transaction Privilege, Use and Severance	Form TPT-2	Monthly	E-File
4 Arkansas (AR)	Excise Tax	Form ET-1	Annually	E-File
5 California (CA)	Sales and Use Tax	Form CDTFA-401-A	Quarterly	E-File
6 California (CA), Rancho Cordova	Utility User Tax	Utility Users Tax Remittance Form	Annually	Paper
7 Colorado (CO)	Tax & License	Form DR 0100	Monthly	Paper
8 Connecticut (CT)	Prepaid Wireless E-911 Fee	Form OP-153	Monthly	E-File
9 Connecticut (CT)	Sales and Use Tax	Form OS-114 (SUT)	Monthly	E-File
10 Delaware (DE)	Gross Receipts	Form GRT-SPL	Monthly	E-File
11 District of Columbia (DC)	Sales and Use Tax	Form FR-800	Monthly	E-File
12 Florida (FL)	Communications Services Tax	Form DR-700016	Monthly	E-File
13 Florida (FL)	Sales and Use Tax	Form DR-15	Monthly	E-File
14 Georgia (GA)	Sales and Use Tax	Form ST-3	Annually	E-File
15 Guam (GU)	Gross Receipts	Form GRT-ONLINE	Monthly	E-File
16 Hawaii (HI)	Excise Tax	Form G-45	Monthly	E-File
17 Hawaii (HI)	Excise Tax	Form G-49	Annually	E-File
18 Idaho (ID)	Sales and Use Tax	Form 850	Quarterly	E-File
19 Illinois (IL)	Sales and Use Tax	Form ST-1	Annually	E-File
20 Illinois (IL)	Telecomm Maint. Fee	Form RT-10	Quarterly	E-File
21 Illinois (IL)	Telecomm Tax	Form RT-2	Annually	E-File
22 Illinois (IL), Chicago	Rental Tax (Personal Property Lease Transaction Tax)	Form 7550	Monthly & Semi-Annually	E-File
23 Indiana (IN)	Sales and Use Tax	Form ST-103	Annually	E-File
24 Iowa (IA)	Sales and Use Tax	Form 32-028	Monthly	E-File
25 Kentucky (KY)	Sales and Use Tax	Form 51A102	Annually	E-File
26 Louisiana (LA)	Sales and Use Tax	Form R-1029E-nonMVR	Quarterly	E-File
27 Maine (ME)	Sales Tax	Form ST-7	Annually	E-File
28 Maine (ME)	Service Provider Tax	Form SPT-1	Annually	E-File
29 Maryland (MD)	Sales and Use Tax	Form 202	Quarterly	E-File
30 Massachusetts (MA)	Sales and Use Tax	Form STS	Monthly	E-File
31 Michigan (MI)	Sales and Use Tax	Form 5081	Annually	Paper
32 Minnesota (MN)	Sales and Use Tax	Form ST-1	Quarterly	E-File
33 Mississippi (MS)	Sales and Use Tax	Form 72-010-22-3-1-166	Annually	E-File
34 Nebraska (NE)	Sales and Use Tax	Form 109	Annually	Paper
35 New Hampshire (NH)	Communications Services Tax	Form DP-135	Quarterly	Paper
36 New Jersey (NJ)	Sales and Use Tax	Form ST-50	Monthly	E-File
37 New Jersey (NJ)	Sales and Use Tax	Form ST-50	Quarterly	E-File
38 New Mexico (NM)	Compensating Tax	Form TRD-41412	Monthly	Paper/E-File
39 New Mexico (NM)	Gross Receipts	TRD-41412	Monthly	E-File
40 New Mexico (NM)	Interstate Telecom. Gross Receipts	Form TRD-41410	Monthly	E-File
41 New York (NY)	New York Annual Excise Tax	Form CT-186-E	Quarterly	Paper/E-File
42 New York (NY)	New York Annual Excise Tax - MCTD Surcharge	Form CT-3-M	Semi-Annually	Paper/E-File
43 New York (NY)	Sales and Use Tax	Form ST-809	Monthly	E-File
44 New York (NY), NYC	Excise Tax	Form NYC-UXRB	Semi-Annually	Paper
45 North Carolina (NC)	Sales and Use Tax	Form E-500	Quarterly	E-File
46 North Carolina (NC)	Utility & Liquor Sales	Form E-500E	Quarterly	Payment Only
47 North Dakota (ND)	Sales, Use, Gross Receipts Tax	Form ST	Annually	E-File
48 North Dakota (ND)	Telecommunications Gross Receipts Tax	SFN22008	Annually	E-File
49 Ohio (OH)	Seller's Use	UST-1	Monthly	E-File
50 Oklahoma (OK)	Sales and Use Tax	Form STS 20002-A	Monthly	E-File
51 Oregon (OR)	Telecommunications	Form OR-E911-988	Annually	Paper
52 Pennsylvania (PA)	Gross Receipts	Form PA RCT 111	Annually	E-File
53 Pennsylvania (PA)	Sales and Use Tax	Form PA-3	Semi-Annually	E-File
54 Pennsylvania (PA)	Sales and Use Tax	Form PA-3	Quarterly	E-File
55 Puerto Rico (PR)	Sales and Use Tax	Form AS2915.1	Monthly	E-File
56 Rhode Island (RI)	Sales and Use Tax	Form RI-STR	Quarterly	E-File
57 Rhode Island (RI)	Sales and Use Tax	Form RI-STR	Annually	E-File
58 South Carolina (SC)	Sales and Use Tax	Form ST-389	Monthly	E-File
59 South Dakota (SD)	Sales and Use Tax	Form ST-Original	Monthly	E-File
60 Tennessee (TN)	TV and Telecommunications Tax	Form SLS458	Monthly	E-File
61 Texas (TX)	Sales and Use Tax	Form 01-114	Monthly	E-File
62 Utah (UT)	Sales and Use Tax	Form TC-62M	Monthly	E-File
63 Utah (UT)	Telecommunications	Form TC-62Z	Monthly	E-File
64 Vermont (VT)	Sales and Use Tax	Form SUT-451	Annually	E-File
65 Virginia (VA)	Communications Tax	Form CT-75	Monthly	E-File
66 Virginia (VA)	Sales and Use Tax	Form ST-1	Monthly	E-File
67 Washington (WA)	Combined Excise Tax	Combined Excise Tax Return	Monthly	E-File
68 West Virginia (WV)	Sales and Use Tax	Form CST-200CU	Annually	Paper
69 Wisconsin (WI)	Sales and Use Tax	Form ST-12	Annually	E-File