

VU Marketplace - Tax Responsibility Agreement

PLEASE READ CAREFULLY:

The taxation of transactions processed through the VU Marketplace is the responsibility of your department's Business Entity Approver. **Your department's Business Entity Approver is responsible for obtaining tax guidance from and reporting transactions to the Tax Department.**

For technical tax assistance and other tax administration questions, please have your Business Entity Approver e-mail: tax@vanderbilt.edu

Acknowledgement of Responsibility:

I, the Business Entity Approver for the Entity(s) listed below, accept responsibility for reporting the taxation of transactions for my Entity(s) to the Tax Department. I understand that questions regarding the application of sales tax should be presented to the Tax Department **prior to** posting new items on the VU Marketplace.

Business Entity Approver (Print and Sign) ¹

Entity Number and Name (Can list more than one entity)

Date

Tax Department Representative ²

Date

Please return this signed and dated form to psi@list.vanderbilt.edu.

FOR PSI DEPARTMENT USE ONLY:

This agreement was reviewed and logged by _____ on _____.
(PSI Representative) (Date)

¹ Business Entity Approval is valid as long as the signer on file maintains authority over the business entity(s) listed.

² Signature by Tax Department Representative provides confirmation that Sales Tax Policy and Reporting Template have been provided to the Business Entity Approver.