

BUREAU OF BUSINESS TRUST FUND TAXES
PO BOX 280406
HARRISBURG PA 17128-0406

**CERTIFICATE OF REGISTRATION
SALES TAX LICENSE**

Account ID:..... 85444766
Notice Date:..... July 4, 2011
Notice Number:..... 730-782-811-062-9
Expiration Date:..... June 30, 2016

**VERTEXA LLC
1048 TWIN SILO LN
HUNTINGDON VALLEY PA 19006-3321**

THIS LICENSE MUST BE PROMINENTLY DISPLAYED

This license authorizes the holder to collect Local and/or State Sales, Use and Hotel Occupancy Tax.
Always refer to the **Account ID** above in correspondence.

This license is non-assignable and non-transferable.

RETAIN THIS PORTION FOR YOUR RECORDS

The Department received and processed your application for registration for a Sales Tax License. The license, attached above, must be prominently displayed in the location for which it was issued. The account number on this license is used by the Department to identify the account and must be included on all reports and correspondence. This account is registered to file on a **QUARTERLY** basis. However, the Department has the right to change filing frequency based on amount of tax remitted and will notify you in writing if a change in filing frequency is to be made.

On the back of this page, please find important information regarding payment of tax, change of address, cancellation of business and contact information.

Returns are to be filed whether or not taxable transactions occur. You must file and remit payments using one of the following electronic options:

- ❑ File tax returns and remit payments to the Department for Employer Withholding and Sales, Use and Hotel Occupancy Taxes online using e-TIDES (Electronic Tax Information Data Exchange System). e-TIDES is a free business tax filing system available to all registered account holders. Visit www.etides.state.pa.us to register for e-TIDES.
- ❑ TeleFile provides a fast and secure way to file Sales, Use and Hotel Occupancy Tax returns and remit payments by phone. To file returns and make payments using TeleFile, call, toll-free, 1-800-748-8299.
- ❑ Third party vendors approved by the Department to file Sales, Use and Hotel Occupancy Tax returns and remit payments through secure transmission can be found on the Revenue Web site. Visit www.revenue.state.pa.us to learn more about this electronic filing option.

IMPORTANT NOTICE

If you fail to file and pay Pennsylvania tax liabilities, the Department can refuse to issue, suspend or revoke your license pursuant to Section 208 (b.1) of Article II of the Tax Reform Code. Department enforcement agents have the authority to issue citations to people who sell or lease items subject to PA Sales Tax without a valid license. The penalties for making such sales can include a fine between \$300 and \$1,500 for each violation. In addition, the Department may publish the status and basis for revocation of your license.

GENERAL INFORMATION

RETAILERS' INFORMATION GUIDE: The Retailers' Information Guide (REV-717 AS) is a resource published by the Department every three years that contains a description of taxable services and taxability lists of common items.

CHANGE IN OWNERSHIP OF BUSINESS: A change to or from a sole proprietorship, partnership, corporate entity or death of a proprietor constitutes a change in ownership and voids a Sales, Use and Hotel Occupancy Tax License. A new registration form must be completed online at www.paopen4business.state.pa.us or a hard copy of PA-100, Enterprise Registration Form, must be submitted to the Department.

CHANGE OF ADDRESS: Notify the Department immediately of any change to your business location or mailing address by updating your e-TIDES account or completing a Tax Account Information Change/Correction Form (REV-1705).

PERMANENT DISCONTINUANCE OF BUSINESS: License holders must notify the Department of the exact date of the last taxable sale or date operations ceased for a business by updating your e-TIDES account or completing a Business/Account Cancellation Form (REV-1706).

REGISTRATION FOR ELECTRONIC FUNDS TRANSFER (EFT): All payments of \$20,000 or more must be remitted by EFT. Taxpayers can make EFT payments by TeleFile or by registering at www.etides.state.pa.us For EFT assistance, call (717) 783-6277.

FORMS ORDERING INFORMATION: All documents referenced above can be downloaded from www.revenue.state.pa.us or requested from the Department's toll-free 24-hour Forms Ordering Service at 1-800-362-2050.

PAYMENT OF TAX: Please make checks and money orders payable to **PA Department of Revenue** and include on the payment your Account ID, Entity ID, phone number and tax period end date for which your payment is intended. Mail payments to the address below.

PA DEPARTMENT OF REVENUE
PO BOX 280406
HARRISBURG, PA 17128-0406

CONTACT NUMBERS

Taxpayer Service and Information Center	(717) 787-1064
e-Business Tax Unit	(717) 783-6277
Service for taxpayers with special hearing/speaking needs:	1-800-447-3020
Assessments Notice Assistance	(717) 787-8326
Assistance with Credits or Refunds	(717) 783-7828