



UConn

UNIVERSITY OF CONNECTICUT



Cert 123 – New Vendors Process Accounts Payable

2017

06/20/17

Cert 123 Process (New Vendors)

1. New vendors that are in the State of CT and provide hotel or food services should be marked with the Nontaxable (CERT 123) hold code
2. A Cert 123 form should be completed at the time of vendor setup. Fillable forms can be found at Q:\AP\DRS CERT 123-New\Cert-123 Fillable
3. The completed form should be signed by the Associate Director of Accounts Payable.
4. The signed form should be scanned and saved to Q:\AP\DRS CERT 123-New under the appropriate year. Within the folder, save the file in Pending, using the vendor name as the file name.
5. Mail the form to Department of Revenue Services; Taxpayer Services Division; Exempt Organization Coordinator; 25 Sigourney Street, Hartford, CT 06106-5032. The address is also listed on the bottom of the certificate
6. Once the form is returned from DRS, scan and save it into Q:\AP\DRS CERT 123-New under the appropriate year. Within the folder, save the file in Completed, using the vendor name as the file name.
7. Delete the old file from the Pending folder.