NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
R. Scott Ralls, Ph.D.
President

June 30, 2011

MEMORANDUM   **SUPERCEDES CC06-274**

TO: Chief Business Officers

FROM: Karen Kelly
              Assistant Manager, Administrative Services

SUBJECT: Decrease in State Sales and Use Tax

Consistent with Section 27A.2.(f) of S.L 2009-451, the general State sales and use tax rate applicable to sales and purchases of tangible personal property, certain digital property, and certain services is scheduled to reduce from 5.75% to 4.75% effective July 1, 2011.

As a result, the general State and local tax rate will be 6.75% in eighty-two counties, 7% in Alexander, Catawba, Cumberland, Duplin, Haywood, Hertford, Lee, Martin, New Hanover, Onslow, Pitt, Randolph, Robeson, Rowan, Sampson, Surry and Wilkes Counties, and 7.25% in Mecklenburg County.

The tax changes need to be created in Colleague by each college. Users will need to access **TXCM – Tax Codes,** to add the new tax amounts and the dates that each change will take effect and **FLTT – File Translation Tables**, to add the new tax codes from TXCM. Certain users may not have access to FLTT, if not; contact your IT Staff for their assistance. Please review the following examples for populating TXCM and FLTT.

For more information about the state sales tax, visit the N.C. Department of Revenue web site at www.dornc.com.
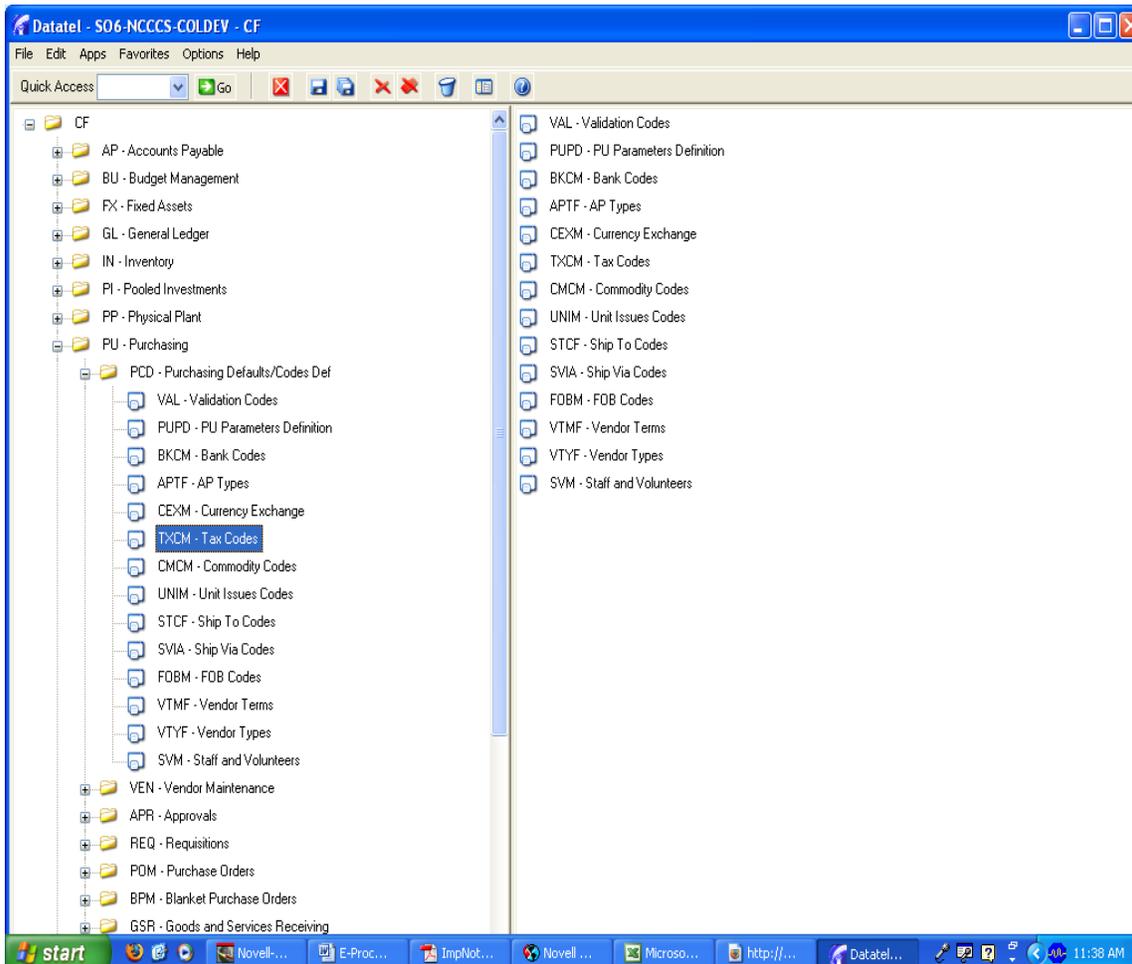
If you have any questions, please contact me at 919-807-7090.

/kk
Attachments

c: Presidents
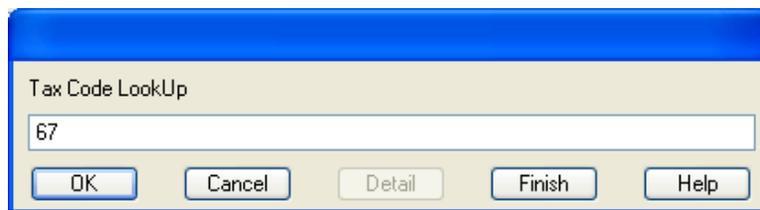   Controllers
    Purchasing Officers   **CC11-017**
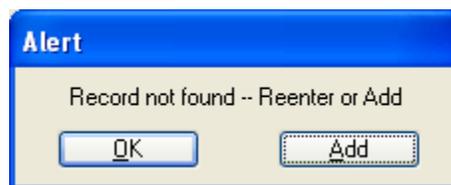   Sharon Rosado   **E-Mail**

Users will select TXCM under the Purchasing folder.

The new tax amount of 6.75 percent will need to be added to the file. The system only allows 2 digits for the code.

Select "Add"

Once the record is added, save and update the file.

Users may have the 6.75 percent tax on file, if so; add a new line to reflect the effective date of July 1, 2011

Please Note depending on which county your college is located to adjust the correct sale tax.
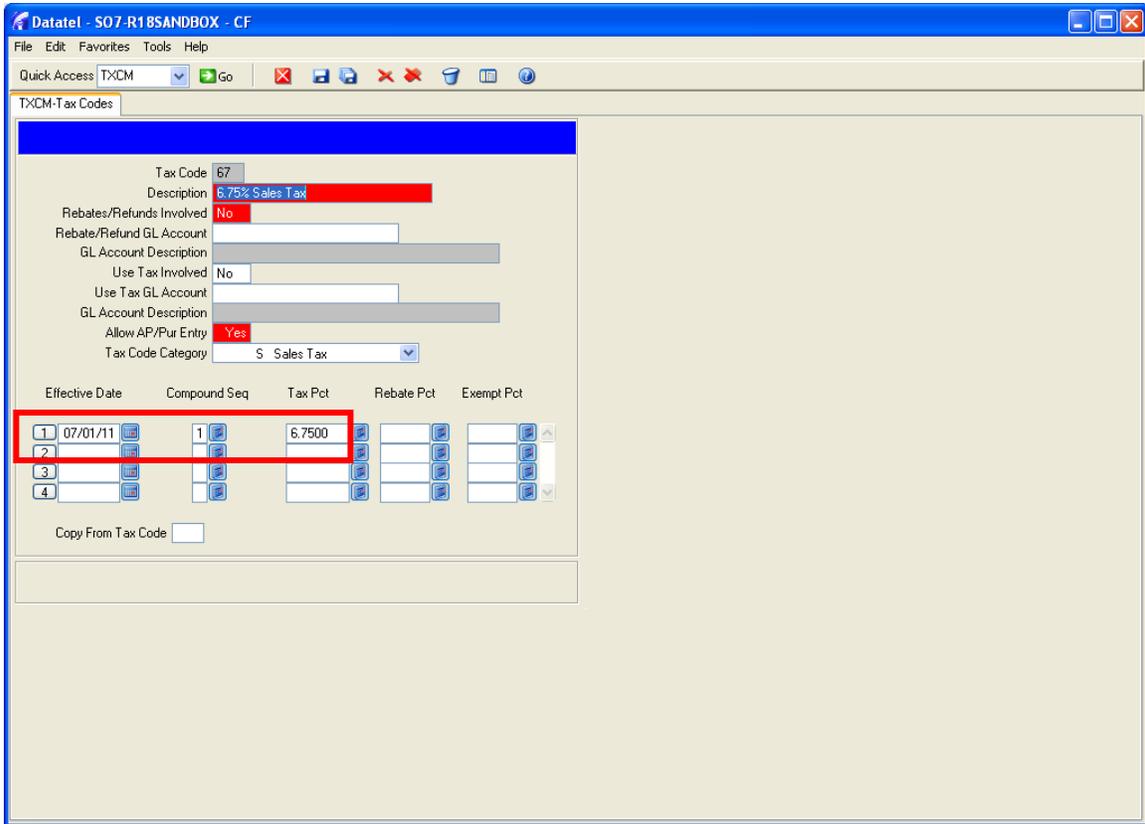
Once the tax codes have been added and updated, users must access FLTT.

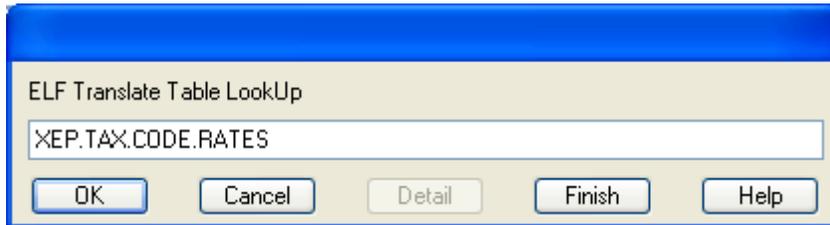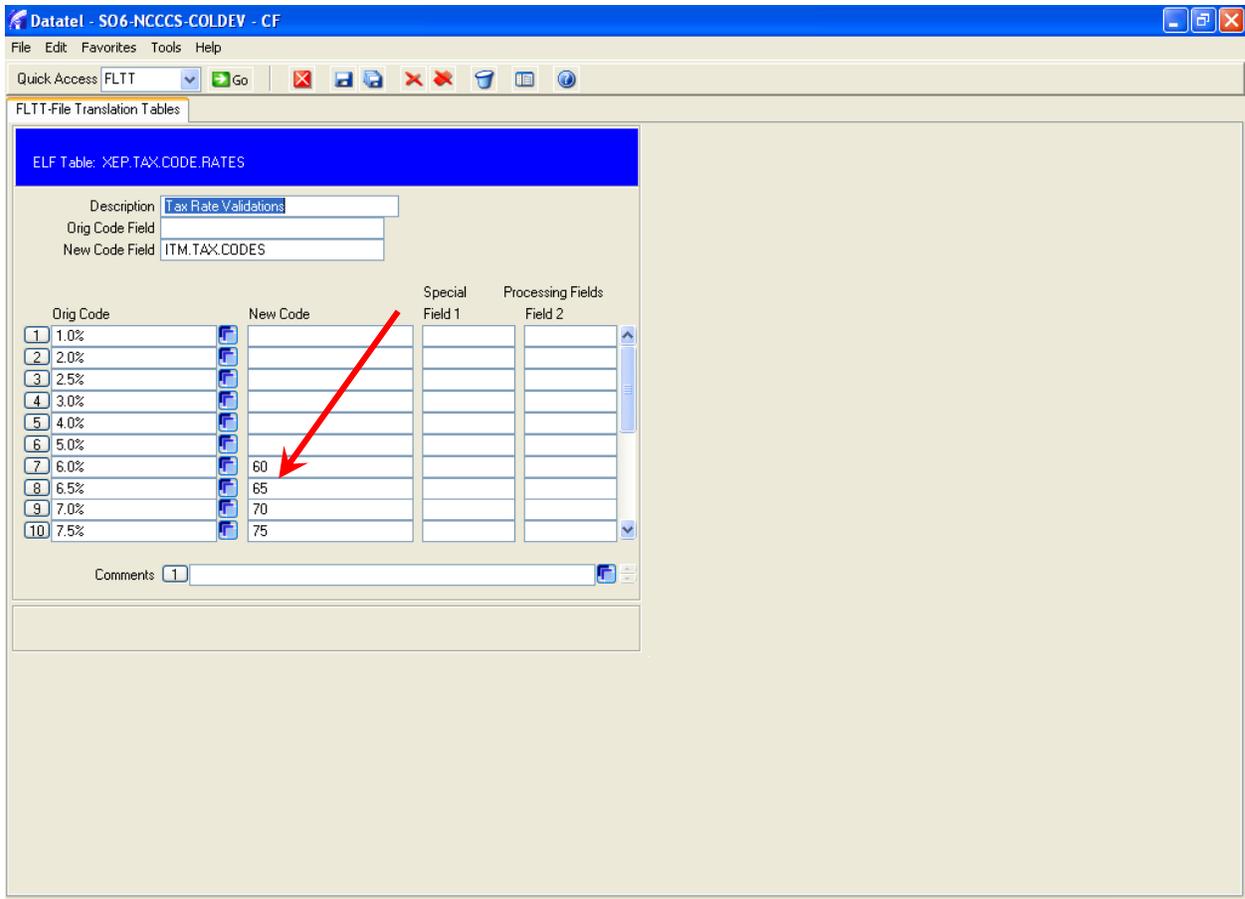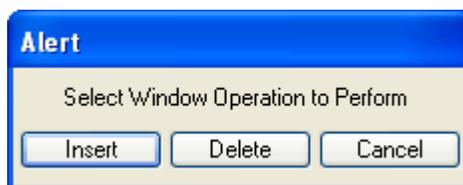The 6.75 percent should be populated, if not, key the tax code of 67 in the New Codes field.

Datatel - SO6-NCCCS-COLDEV - CF

File   Edit   Favorites   Tools   Help

Quick Access FLTT   → Go

FLTT-File Translation Tables

ELF Table: XEP.TAX.CODE.RATES

Description   Tax Rate Validations
Orig Code Field
New Code Field   ITM.TAX.CODES

	Orig Code		New Code	Special Field 1	Processing Fields Field 2
1	1.0%				
2	2.0%				
3	2.5%				
4	3.0%				
5	4.0%				
6	5.0%				
7	6.0%		60		
8	6.5%		65		
9	7.0%		70		
10	7.5%		75		

Comments   1

Users must add the new tax code of 6.75 percent under both the Orig. Code and New Code fields. Users will need to delete the line that contains the 7.0 percent and insert a new line to add the new tax code of 6.75 percent.

Alert

Select Window Operation to Perform

[Insert]   [Delete]   [Cancel]

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Orig Code Field
New Code Field ITM.TAX.CODES

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1	1.0%					
2	2.0%					
3	2.5%					
4	3.0%					
5	4.0%					
6	5.0%					
7	6.0%		60			
8	6.5%		65			
9	6.75%		67			
10	7.0%		70			

Comments 1

Controller Comments   No Values