



# EDI (Electronic Data Interchange) Filing Guide for Business Tax and Sales Tax

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## Choose a Vendor or Tax Service Provider

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It is the responsibility of the taxpayer to choose a software vendor to file returns electronically if the taxpayer will not be filing returns using the Department of Revenue's website. The following is a list of software vendors that have been certified by the state of Tennessee.

### Sales Tax

#### **CCH, a Wolters Kluwer business**

Contact: Sales Division  
Phone: (800) 513-2677  
Website: [www.salestax.com](http://www.salestax.com)

#### **Corptax, LLC**

Contact: Rob Kubiak  
Phone: (800) 966-1639  
Website: [www.corptax.com](http://www.corptax.com)

#### **Thomson Tax & Accounting**

Contact: Jeff Cohen  
Phone: (678) 718-1111  
Website: [www.onesource.thomsonreuters.com](http://www.onesource.thomsonreuters.com)

### Business Tax

#### **Stream Tax – An Objectstream Company**

Contact: Sales/Technical Support  
Phone: (888) TAX-5826 or (888) 829-5826  
Website: [www.streamtax.com](http://www.streamtax.com)

#### **Taxware, LP**

Contact: Sales Division  
Phone: (781) 557-2600  
Website: [www.taxware.com](http://www.taxware.com)

#### **Trustfile**

Contact: Sales Division  
Phone: (877) 222-0187  
Website: [www.trustfile.com](http://www.trustfile.com)

#### **Vertex, Inc.**

Contact: Chris Livingston  
Phone: (610) 640-4200, ext. 6077  
Website: [www.vertexinc.com](http://www.vertexinc.com)

#### **Trustfile**

Contact: Sales Division  
Phone: (877) 222-0187  
Website: [www.trustfile.com](http://www.trustfile.com)



## Complete the Registration Process

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Each taxpayer filing sales tax or business tax returns using one of these vendors must register using the online EDI program, found here: <https://apps.tn.gov/edi/>. You are required to obtain a user name and password before filing your returns.

For questions regarding obtaining a user name and password, please contact our Electronic Commerce Unit at:

Statewide toll-free: (866) 368-6374

Nashville-area and out-of-state: (615) 253-0704

## Establish Communications – Upload Files

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- (A) After establishing a user name and password, go to <https://apps.tn.gov/edi/> to access the EDI program. Please note that this program is used for business tax and sales tax only.
- (B) Log in by entering your user name and password, then click the upload button on the tax file status screen.
- (C) Select the number of files you would like to upload. Next, you will browse your computer for the files you would like to attach. Once all documents have been selected, click submit.

Please note: Only text files will be allowed for submission.

- (D) You will receive a confirmation screen showing the names of the uploaded files along with a date stamp. Please wait approximately 20 minutes after filing returns before checking the status of this upload.



## Performing Software Test

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It is recommended that all taxpayers test the software before submitting your official return. Each taxpayer should contact the Department of Revenue using the contact information below before sending a test transmission. The test file should be performed on a period that has already been filed on paper. After examining the test, the Department of Revenue will contact the taxpayer with test results. Once a successful test has been completed, the taxpayer is ready to begin sending EDI files.

Testing Contact Information:  
Department of Revenue, Processing Division  
(615) 532-5858.



## Receiving Acknowledgements

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After a return has been submitted, taxpayers should go back into the site and click on the file status to see if the returns were accepted or rejected. Please wait approximately 20 minutes after filing returns before checking the status of this upload. Each taxpayer can also download the 997 functional acknowledgements and see confirmation numbers. If there is an error, it is the burden of the taxpayer to contact technical support, locate the error, make corrections and upload the file again.



## General Information

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Taxpayers who file electronically must also pay electronically. Each software vendor or Internet tax service provider should offer the following filing and payment options:

- Filing only
- Filing and payment

Those not currently paying taxes by electronic funds transfer (EFT) must complete an EFT Payment Agreement, which can be found on our website.

For more information regarding these procedures, please read the EFT Payment Information document, which can be found on our website.

If the filing only option is chosen, this will only initiate a transaction for the filing of the return. Any associated EFT payment will need to be initiated via the department's EFT program using either the ACH Credit or ACH Debit method.

### TIMELINESS

To avoid late delivery of the return and payment and the associated penalty and interest, taxpayers must upload their files file 11:59 p.m. on the due date.