UNIVERSITY
OF MIAMI

**NelNet Setup Form**

Project Name: _____

Department Name: _____

Department Responsible Person: _____

Responsible Person Phone No: _____

Technical Person: _____

Technical Person Phone No: _____

Website URL: _____

Expected Go Live Date: _____

Workday Company Name: _____

Workday Driver Worktag ID: _____

Revenue Category: _____

Tax Ledger Account: _____

Cost Center Number: _____

Cost Center Description: _____

_____     _____
Signature                                          Date

** Note: If you are selling goods, you will have to collect 7% sales tax. The site will have to disclose the tax rate. The current process only allows for one fee to be applied. It can be either a shipping cost or tax. If both fees are needed, you will have to manually journal one of the two fees.

The process to promote from test to production may take several weeks.

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