



Sales Tax Jumpstart Course

Approval Letter to Supervisor

How to use this document: Copy and paste this email to send to your supervisor about attending the online coaching program. Please make sure to edit for your specific circumstance. We've highlighted areas where you might want to add your own spin, but feel free to make more alterations as you need.

Subject: Sales Tax Training Course Proposal

Dear {First Name of Supervisor}

I'm writing to ask for approval to join The Sales Tax Institute's Sales Tax Jumpstart: Compliance, Administration and Automation Post-Wayfair online training course starting September 25, 2025.

You can learn more about the course here: [Sales Tax Jumpstart](#)

This is an online course that gives participants comprehensive sales and use tax training over 9 weeks to get their company compliant and up to speed in light of the *South Dakota v. Wayfair* Supreme Court decision. It is taught by a top sales tax consultant in the country and is something we can implement right away.

I feel my attendance will greatly benefit the company. This course will give us the knowledge around sales and use tax that we will definitely need to adjust to changes that this court ruling will require of us. If I were to attend, I would be able to add more value to the company in many ways. For a few examples, I will learn how to:

- Help us **identify what we are doing right and what needs to be improved** in our management and handling of sales and use tax
- **Evaluate the impact that our activities will have** on sales and use tax, including how we may now be liable for sales and use tax in many more states than we are now.
- Identify sales tax mistakes we might be making (that we may not even know about) and **how to fix** them.
- **Course-correct** if we discover there are weak areas in our practices
- How to scale administration of sales and use tax work so **we can manage the work** as our obligations increase in additional states.
- **Finish sales and use tax duties faster** and with more accuracy, which will allow me to take on additional challenges and **help the team in an expanded capacity**
- **Find exemptions or amnesty programs** that we might be able to take advantage of that would save the company costs in light of these changes.
- Implement audit preparedness measures and **audit negotiation skills** that could potentially save us a lot of money for multiple states across the country.

I've looked at a number of opportunities and part of what makes this training different is that it has a very hands-on, implementation approach with their expert helping us each week. As you know, this type of dedicated guidance is difficult to find at a packed conference or is only available by hiring expensive consultants.

I'm eager to hear your thoughts on this opportunity. For your convenience, I've included a summary of the training course details below:

Company Name: Sales Tax Institute

Course: Sales Tax Jumpstart: Compliance, Administration and Automation Post-Wayfair

Location: Online (remote)

Dates: Wednesdays from September 25 - November 20, plus two additional office hour calls with Diane Yetter

Time: 10:00AM - 12:00PM EST

Registration Fee: \$1450 (\$1250 with Early Access)

CPE Value (if applicable): 20 credits

Additional Benefits: Sales and Use Tax tools and worksheets, office hour calls, a private online group, a free 30-minute consultation with an expert, and a Certificate of Completion. We can even purchase a one-hour consultation with Diane to talk about our specific issues at almost half off the regular price for the duration of the course - we'll only pay \$325 instead of \$625 for this extra help!

Registration closes September 19th for this course and it is likely to sell out so I'll want to register as soon as possible.

Thank you very much for your consideration. I look forward to hearing from you.

Sincerely,

NAME