

# REQUEST FOR PENNDOT'S BRADD SOFTWARE LICENSE UPDATE

Use this form to request an updated version of the Pennsylvania Department of Transportation's BRADD Software. Please provide all requested information below so that the Department can update its BRADD Software license database. Payment of the update fee, as per **Section 3. Updated Version for Additional Functions** on the attached **LICENSE FEE SCHEDULE FOR BRADD SOFTWARE** can only be made by check. Please make checks payable to "**Pennsylvania Department of Transportation**".

BRADD License Number: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Company/Agency Name: \_\_\_\_\_

Update from Version: \_\_\_\_\_ Update License Fee: \_\_\_\_\_

Version Requested: \_\_\_\_\_ Sale Tax Fee: \_\_\_\_\_

**Total Payment Enclosed:** \_\_\_\_\_

Yes  No Tax Exempt Organization, Pennsylvania Exemption Certificate (Form REV-1220) required.

The sales tax does not apply to out-of-state organizations as long as both the Mailing Address and the Site License Address are outside of Pennsylvania. **Tax-Exempt Organizations must submit a Pennsylvania Exemption Certificate (Form REV-1220).** Form REV-1220 can be found at

<http://www.revenue.pa.gov/FormsandPublications/FormsforBusinesses/Documents/Sales-Use%20Tax/rev-1220.pdf>.

Contact Person: \_\_\_\_\_

\*\*email: \_\_\_\_\_

\*\* Note: valid email address is a required field

Phone: \_\_\_\_\_

An email will be sent to this address with a software download link and installation instructions.

Fax No: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Site License Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Site License Address should be where the software will be **installed and used**.

**Mail the Request Form and Payment to: BRADD Manager  
Bridge Design and Technology Division  
Bureau of Project Delivery  
P.O. Box 3560  
Harrisburg, Pennsylvania 17105-3560**

----- To Be Completed by PENNDOT -----

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Yes  No Tax Exempt Organization, Pennsylvania Exemption Certificate (Form REV-1220) provided.

License Log Updated on: \_\_\_\_\_ By: \_\_\_\_\_

Date Package Shipped: \_\_\_\_\_ By: \_\_\_\_\_

## LICENSE FEE SCHEDULE FOR BRADD SOFTWARE

	License Fee	Sales Tax **	Total Cost
1. Initial Software License (new requests):			
Private Organization:	\$5000	\$300	\$5300
Educational Institutions for Consulting Use:	\$5000	\$300	\$5300
Educational Institutions for Educational Use Only***:	\$500	No Tax	\$500
Local Governmental Agency ****(municipality or county):	\$500	No Tax	\$500
Foreign Government:	\$500	\$30	\$530
Department Executive Agencies:	No Fee	No Tax	No Cost
State Transportation Agencies outside Pennsylvania:	No Fee	No Tax	No Cost
2. Updated Version for Malfunction Correction:	NONE	NONE	NONE

### 3. Updated Version for Additional Functions

(Do not include this fee with a new request):

Private Organization:	\$1500	\$90	\$1590
Educational Institutions for Consulting Use:	\$1500	\$90	\$1590
Educational Institutions for Educational Use Only***:	\$150	No Tax	\$150
Local Governmental Agency**** (municipality or county):	\$150	No Tax	\$150
Foreign Government:	\$150	\$9	\$159
Department Executive Agencies:	No Fee	No Tax	No Cost
State Transportation Agencies outside Pennsylvania:	No Fee	No Tax	No Cost

**NOTE: All fees are assessed on a per Site License basis.**

\*\* The sales tax does not apply to out-of-state organizations as long as both the Mailing Address and the Site License Address are outside of Pennsylvania. **Tax-Exempt Organizations must submit a Pennsylvania Exemption Certificate (Form REV-1220).** Form REV-1220 can be found at <http://www.revenue.pa.gov/FormsandPublications/FormsforBusinesses/Documents/Sales-Use%20Tax/rev-1220.pdf>.

\*\*\* Educational Institutions requesting license for **Educational Use Only** must certify in writing, by a Dean or higher official, that this software will only be used for instructional purposes, and will not be used for consulting work. The written certification must be received before any license and/or update is issued. Also, the Department of Revenue's Pennsylvania Exemption Certificate form REV-1220 must be included with the license request.

\*\*\*\* Local Governmental Agencies requesting a license, **which is intended for use by your contracted/appointed Engineer**, must have that Engineer certify in writing, by the principle-in-charge, that this software will only be used for work of your Local Governmental Agency, and will not be used for consulting work. The written certification must be received before any license and/or update is issued. Also, the Department of Revenue's Pennsylvania Exemption Certificate form REV-1220 must be included with the license request.