

**AUDIT QUESTIONNAIRE**

*You have certain rights under Ch. 559, Government Code, to review, request, and correct information we have on file about you.*

Taxpayer name and address	Taxpayer number(s)
Legal name and address, if different from above <i>(Attach additional sheets, if necessary.)</i>	FEI #
Website address, if applicable	SS #

*Disclosure of your social security number is required and authorized under law, for the purpose of tax administration and identification of any individual affected by applicable law. 42 U.S.C. sec 405(c)(2)(C)(i); Tex. Gov't Code secs 403.011 and 403.078. Release of information on this form in response to a public information request will be governed by the Public Information Act, Chapter 552, Government Code, and applicable federal law.*

**The following information will allow us to become familiar with you and your business operations.**

Type of business *(If "B" is checked, attach a list of LLC's which are members of the Limited Liability Company)*

- A. Corporation   
  B. Limited Liability Company   
  C. Sole Proprietorship   
  D. Partnership   
  E. Other \_\_\_\_\_

Has the corporation been involved in a reorganization, e.g. a purchase or merger, or had a name change within the last seven years? .....  YES  NO    If "YES," attach a detailed explanation.

<b>Who is the person to contact to start our examination?</b>			
Name <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Title		
Physical address	E-mail address <i>(if available)</i>		
	Phone number	FAX number	

Who, on behalf of your business, is authorized to enter into a written agreement extending the period of limitation during which the tax may be assessed, accept a notification of the 90 day requirement to obtain resale or exemption certificates, sign a power of attorney, and accept a notification of sampling procedures? This would normally be an officer of a corporation, a partner, or owner.

Name <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Title		
Physical address	E-mail address <i>(if available)</i>		
	Phone number	FAX number	

Have you received a refund of any taxes administered by the Comptroller within the last four (4) years? .....  YES  NO

Type of business
Records such as journals, ledgers, sales and purchase invoices, copies of Texas tax reports, and resale or exemption certificates may be requested and should be made available for examination.
Where are the sales tax records located?    CITY _____ STATE _____
Where are the franchise tax records located?    CITY _____ STATE _____
Where are the other tax records located?    CITY _____ STATE _____
<i>NOTE: If your business makes sales that are subject to state and/or local sales taxes, you should have on file completed resale or exemption certificates for all tax-free sales.</i>

Name <i>(Type or print)</i>	Title	
 Authorized signature <i>(Owner, corporate officer, or director)</i>	Date	