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| THE SALES & USE TAXCOMPLIANCE RISK SCORECARDIS YOUR ORGANIZATION PREPARED FOR AN AUDIT? |  | C:\Users\hhoffman\AppData\Local\Microsoft\Windows\INetCache\Content.Word\SITAN_logo_color breaks.jpg |
| Circle the number that best describes your company’s current situation. Select 1 if it mostly relates to the statement on the left, 5 if it mostly relates to the statement on the right. |
| We are not prepared for a DOR audit and are not aware of our potential risks. | 1 | 2 | 3 | 4 | 5 | We are prepared for a DOR audit at any time. We know our risks and how to minimize them. |
| We are not confident that we understand sales tax requirements or possible exemptions available to us. | 1 | 2 | 3 | 4 | 5 | We understand the complexity of the tax laws related to our industry and are capable of explaining our sales tax returns and supporting records to an auditor. |
| We are not sure if we have a Seller’s Permit or if it is needed for what we do. OR We have a Seller’s Permit but we don’t have taxable sales. | 1 | 2 | 3 | 4 | 5 | We hold a Seller’s Permit and file Sales and Use Tax Returns. We have both taxable sales and purchases reported on our returns. |
| We are not sure how decisions are made about whether or not sales and purchases are taxable. | 1 | 2 | 3 | 4 | 5 | We have people and procedures in place for the review of all purchases and sales in a consistent manner. |
| We are not sure if our customers really should not be charged tax on certain sales and if we will get penalized for not paying the tax.  | 1 | 2 | 3 | 4 | 5 | We ensure all customer exemption certificates are received within 90 days of the sale and are maintained in a binder or folder that does not get put in storage. |
| We don’t need to pay use tax because everyone charges us tax. We use credit cards and we purchase from vendors outside of Wisconsin. | 1 | 2 | 3 | 4 | 5 | We regularly pay use tax on taxable products/services that we store, use, and/or consume in Wisconsin from out-of-state and Wisconsin vendors who have not properly charged Wisconsin sales tax. |
| We have employees, delivery trucks, and/or sales in other states but we do not pay sales tax in those states. | 1 | 2 | 3 | 4 | 5 | We understand the changes as a result of the Wayfair court case and are paying tax correctly in the states where we have a physical presence and/or make sales. |
| We are not confident in the resources and sales tax advice we have access to. | 1 | 2 | 3 | 4 | 5 | We have a trusted expert for sales tax advice that we can call to obtain fast, accurate answers to all sales tax questions. |
| **Scoring**: Add the number from each answer above to find your level of risk. |
| Mild Risk | 36-40 | Congratulations! Your company is proactive about sales tax compliance. You have established practices and procedures that are working well. Keep up the great work and remember Sales & Income Tax Advisory Network has all the tools and resources you need to keep up with changing tax laws and training staff. |
| Moderate Risk | 31-35 | You’re off to a good start; however, there is room for improvement. Sales & Income Tax Advisory Network consultants are available to help you start reducing risk and improving tax compliance. |
| Elevated Risk | 26-30 | Let’s make things better. There are areas where your company is doing well, but there are some critical areas where improvements are needed. The Sales & Income Tax Advisory Network will help you get everything in order. |
| High Risk | <26 | The Sales & Income Tax Advisory Network can help you turn things around quickly. First step, schedule a Sales & Use Tax Compliance Assessment to identify your risks and a path to compliance. |

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