

# ARIZONA DEPARTMENT OF REVENUE

TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX

## GENERAL QUESTIONNAIRE

TO BE COMPLETED BY TAXPAYER

Taxpayer Name: Example Taxpayer License: 7999999  
Auditor: Joe Auditor

Complete and return this questionnaire to the auditor prior to the initial audit appointment.

Entity Legal Name: \_\_\_\_\_

DBA: \_\_\_\_\_

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

City/State: \_\_\_\_\_

Federal ID/SSN: \_\_\_\_\_

Website Address: \_\_\_\_\_

*Additional names or licenses being used by the company for reporting and/or conducting transactions (list below):*

Please list all current officers/members of the business (attach additional documentation if necessary):

President:	
Vice President:	
Secretary:	
Treasurer:	

If your company does not currently file an Arizona Income Tax return, provide explanation below:

In your own words, describe your principal business activities within the State of Arizona:

Has your business been audited by any Arizona taxing authority during the tentative audit period?

No

Yes (please list): \_\_\_\_\_

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Has your company ever filed for bankruptcy protection?  Yes  No

Bankruptcy Number: \_\_\_\_\_

Chapter Class: \_\_\_\_\_

Petition Date: \_\_\_\_\_

Effective Date of Plan: \_\_\_\_\_

State/District: \_\_\_\_\_

What accounting method does your business use to prepare Arizona TPT returns?

Cash  Accrual  Hybrid of the two

*If your business uses a "Hybrid" approach, please describe the techniques used below:*

\_\_\_\_\_

Does your company conduct internet sales transactions with Arizona customers?  Yes  No

What would you estimate the annual sales activity within Arizona during the audit period to be: \$ \_\_\_\_\_

What is the company's annual number of sales invoices/sales transactions in Arizona during the audit period?

<input type="checkbox"/> Under 100	<input type="checkbox"/> 101-250	<input type="checkbox"/> 251-500
<input type="checkbox"/> 501-1000	<input type="checkbox"/> 1001-2500	<input type="checkbox"/> Greater than 2500

What type of accounting software does your company use for accounting/reporting purposes?

\_\_\_\_\_

Check all of documents that are available for review:

<input type="checkbox"/> General Ledger	<input type="checkbox"/> A/P Journals	<input type="checkbox"/> Bank Statements
<input type="checkbox"/> Chart of Accounts	<input type="checkbox"/> Purchase Requisitions	<input type="checkbox"/> Arizona/Federal Tax returns
<input type="checkbox"/> Sales Invoices/Journals	<input type="checkbox"/> Purchase Orders	<input type="checkbox"/> Exemption Certificates
<input type="checkbox"/> Job Costing Journals	<input type="checkbox"/> Cash Disbursements	<input type="checkbox"/> Contracts/Escrow Papers
<input type="checkbox"/> A/R Journals	<input type="checkbox"/> Paid Vendor Invoices	
<input type="checkbox"/> Cash Receipts Journals	<input type="checkbox"/> Fixed Asset Schedules	

List the primary contact for audit purposes:

Name and Title: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Signature of Taxpayer or Representative: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_