

STATE OF ARIZONA

Department of Revenue



July 4, 2015

Example Taxpayer
Example
Attn: Joe Public
132 Oak St.
Phoenix, AZ 85023

Tom Johnson
Assistant Director

Tami Benson
Administrator

RE: Notice of Intent to Audit

TAX TYPE: Transaction Privilege & Use Tax
LICENSE #: 7999999

To Whom It May Concern:

The Arizona Department of Revenue (“Department”) has selected your business for a Transaction Privilege (Sales) & Use Tax Audit. The purpose of this audit is to review your books and records to verify compliance with the Arizona Revised Statutes (“A.R.S”) and the Model City Tax Code (“MCTC”).

The Department may have to disclose confidential information to fully discuss tax issues with, or respond to tax questions by, the Appointee. A Taxpayer may use Arizona Form 285 to authorize the Department to release confidential information to the Taxpayer’s Appointee.

Additional information can be accessed from the Department’s website (www.azdor.gov) and publications for a basic overview of your rights as a Taxpayer. Links and QR Codes are provided below for your convenience.

The Arizona Form 285 and the page containing all Department publications can also be retrieved by utilizing the QR Codes or webpage links at the bottom of the letter.

An auditor will be conducting the audit on behalf of all taxing jurisdictions within Arizona as required by A.R.S. §42-6002 (C)(5).

The assigned auditor’s contact information is listed below. You will be contacted by the auditor to schedule an opening interview.

Auditor Name:	Joe Auditor	ADOR Auditor Number:	845
Auditor Address:	1600 W.Monroe St Phoenix, AZ 85007	Auditor Phone Number:	(602) 716-0000
		Auditor Fax Number	(602) 542-5005
		Auditor E-Mail:	jauditor@domain.gov

Arizona Form 285 Page: <http://www.azdor.gov/Forms/PowerofAttorneyDisclosure.aspx>

ADOR Publication Page: <http://www.azdor.gov/Publications.aspx>



NON PROGRAM CITY LICENSE FORM

Taxpayer Name: Example Taxpayer License No.: 7999999

DBA: Example Audit Period: 7/1/2011 to 7/31/2015

The Arizona Department of Revenue (“Department”) has selected your business for a routine Transaction Privilege and Use Tax audit review of the financial records for your business. The Department will conduct an audit for state/county tax and city tax for all cities/towns within the State of Arizona. A.R.S. 42-6002(C)(5) requires the inclusion of the cities outside of the State Collection System, known as “Non-Program Cities” (listed below), in the audit of your business. If you have had licenses with any of the municipalities listed below within the last six (6) years, please list them below, sign, and return this form to your auditor.

	LICENSE #		LICENSE #
Apache Junction	_____	Peoria	_____
Avondale	_____	Phoenix	_____
Bullhead City	_____	Prescott	_____
Chandler	_____	Scottsdale	_____
Douglas	_____	Sedona	_____
Flagstaff	_____	Somerton	_____
Glendale	_____	Tempe	_____
Mesa	_____	Tucson	_____
Nogales	_____	Willcox	_____

By signing this form, the taxpayer is attesting that all Non Program City licenses possessed within the last six (6) years are listed above.

Taxpayer
Name: Example Taxpayer

*By _____
Print Name _____
Title _____
Dated _____

Received by: Arizona Department of Revenue
Transaction Privilege and Use Tax Audit

By _____
Print Name _____
Title _____
Dated _____

*Signatory **must** be a Corporate Officer, Partner, Owner or LLC Member.