



## **QUICK CHECKLIST FOR SALES AND USE TAX EXPOSURE**

**When making sales or leases of tangible personal property, do you:**

- Always collect sales tax or a properly executed exemption certificate?
- Think that your customer's sales tax number is all you need instead of tax?
- Make sure that sales tax collected by your company is remitted in a timely manner?

**When making purchases for your company, do you:**

- Self-assess use tax when due?
- Utilize all the exemptions available to your industry?
- Have a procedure in place to assess use tax when due?
- Have adequately trained staff making these decisions?

**When dealing with multistate jurisdictions, do you:**

- Recognize the differing sales/use tax exemptions state by state?
- Take advantage of the most liberal exemptions available when making large volume or repeat purchases?

**Make sure that you are in compliance with tax law. Provide your staff with effective, logical, and useful training. Be sure your company isn't paying too much in sales and use taxes. Contact Kemper CPA Group LLP today for information on consulting, training, and no-risk reviews for your company.**

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