

## ***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 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?**
- **Strategize when making large volume or repeat purchases to take advantage of the most liberal exemptions available?**

**Tighten up your loose tax ends and be *AUDIT PROOF* before the auditor arrives. Empower your staff through effective, logical, useful, and fun (as much fun as tax can be!) training. Be sure your company isn't paying too much in sales and use taxes. Call **Kemper CPA Group LLP** today for information on consulting, training, and no-risk reviews for your company!**

**Kemper CPA Group LLP  
Administrative Services Department  
Vincennes, Indiana 47591  
Phone: (812) 882-7730  
Fax: (812) 885-6343  
E-Mail: [KemperCPA@charter.net](mailto:KemperCPA@charter.net)**

