

## WHAT TO DO IN THE EVENT OF A TAX AUDIT

- Assign one knowledgeable person to deal with the auditor.
- Inform office personnel (and others) of auditor's presence.
- Instruct personnel to be polite, but unless they are assigned to handle the audit, their conversation should be restricted to the weather, children and sports.
- Treat the auditor with respect. It will pay off with better and more open communication.
- Have a meeting with the auditor at the beginning of the audit to discuss the scope of the audit, safekeeping of records, who will be the contact person, etc.
- Answer auditor's questions with care. How you answer a question or characterize a transaction may impact the tax consequences. Once spoken, it's difficult to backtrack on one's statement.
- Don't think you owe the tax, simply because the auditor assessed it.
- Don't assume you have no overpayments and refunds due, just because the auditor did not find them.
- Before you pay the tax, be sure you owe it. Call **Kemper CPA Group LLP** and let our tax experts help you minimize your tax!

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