

# Sample Customer Contact Letter

Dear Customer:

The Wisconsin Department of Revenue is auditing our sales and use tax records. See the attached list of sales invoice(s) being reviewed because we did not charge you Wisconsin sales tax.

1. If you are a tax-exempt organization or purchased this item(s) or service(s) for resale or other tax-exempt purposes, provide:
  - Completed exemption certificate
  
2. If the item(s) purchased were used for a taxable purpose and tax was paid directly to the Wisconsin Department of Revenue on a sales tax return (ST-12), provide:
  - Legal Name of Business or Individual
  - Wisconsin Tax Account Number
  - Month/Year of (ST-12) where tax was paid (may be different for each invoice)
  
3. If the item(s) purchased were used for a taxable purpose and tax was paid directly to the Wisconsin Department of Revenue during your sales tax audit(s), provide:
  - Legal Name of Business or Individual
  - Wisconsin Tax Account Number
  - Sales Tax Audit Period (may include all or some of the invoices)

Your prompt response is greatly appreciated.

Sincerely,