

Sample Vendor Contact Letter

Dear Vendor:

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

1. If we issued an exemption certificate, provide:
 - Copy of our completed exemption certificate

2. If you paid tax 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 you paid tax directly to the Wisconsin Department of Revenue during your sales tax audit(s), 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)

4. If you do not have an exemption certificate on file and you did not pay the tax directly to the Wisconsin Department of Revenue, provide:
 - The reason why no tax was charged

Your prompt response is greatly appreciated.

Sincerely,