

Case ID: \_\_\_\_\_ (Found on letter received. If submitting voluntarily, leave blank.)

Part A: Business Information			
Legal name (sole proprietors enter last, first, mi)		Business name (DBA)	
Mailing address		City	State      Zip code
FEIN or SSN (required for sole proprietors)	Date income year ends (mm/dd)	Organization date (mm/dd/yyyy)	State of organization
Website(s)			
Does this business have a Certificate of Authority to transact business in Wisconsin from the Wisconsin Department of Financial Institutions? <input type="checkbox"/> Yes <input type="checkbox"/> No			
List all states where business is conducted			
List all states where business is filing franchise/income tax returns			

**Part B: Business Type**

**1. How is this business organized? (check one)**

- C Corporation       S Corporation       Limited Liability Company       Partnership  
 Limited Liability Partnership       Sole Proprietor       Single Member Limited Liability Company\*  
 Qualified Subchapter S Subsidiary\*       Non-Profit Organization exempt under IRC Sec. \_\_\_\_\_

**2. What federal tax form does this business use to report income? (check one)**

- 1120       1120S       1065       1040, Schedule C       990-T

\*If a related entity reports the income, list the Legal Name and FEIN/SSN for form checked in question B2: \_\_\_\_\_

**Part C: Wisconsin Customers and Receipts**

When completing this section, include sales delivered, shipped, or sourced to Wisconsin. Sales "in Wisconsin" are determined as follows:

- For sales and use tax purposes, see sec. [Tax 11.945](#), Wis. Adm. Code.
- For income and franchise tax purposes, see sec. [Tax 2.39\(6\)](#), Wis. Adm. Code. For specialized industries, see secs. [Tax 2.46](#) through [2.505](#), Wis. Adm. Code.

**1. Has this business made sales in Wisconsin or had Wisconsin customers?.....  Yes       No**

If yes, complete questions 1a through 1e below.

- a. What year did this business first sell products or services in Wisconsin? \_\_\_\_\_
- b. For the current year plus the prior seven years, list the number of transactions in Wisconsin.
- |          |          |          |          |
|----------|----------|----------|----------|
| 20 _____ | 20 _____ | 20 _____ | 20 _____ |
| 20 _____ | 20 _____ | 20 _____ | 20 _____ |
- c. For the current year plus the prior seven years, list the number of customers in Wisconsin.
- |          |          |          |          |
|----------|----------|----------|----------|
| 20 _____ | 20 _____ | 20 _____ | 20 _____ |
| 20 _____ | 20 _____ | 20 _____ | 20 _____ |
- d. For the current year plus the prior seven years, list the gross sales in Wisconsin.
- |          |          |          |          |
|----------|----------|----------|----------|
| 20 _____ | 20 _____ | 20 _____ | 20 _____ |
| 20 _____ | 20 _____ | 20 _____ | 20 _____ |

e. For the last full tax year, review your sales "in Wisconsin". List the three largest customers, and the gross sales in or sourced in Wisconsin:

Wisconsin Customer	Receipts
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

**Part D: Business Activities - For the current year plus the prior seven years**

1. **Has this business sold tangible personal property to customers in Wisconsin?** .....  Yes  No  
**If yes,**
  - a. At retail to the end user? .....  Yes  No
  - b. At wholesale for resale? .....  Yes  No
  - c. Year(s)? \_\_\_\_\_
  - d. Describe products:
  
2. **Has this business rented or leased tangible personal property to customers in Wisconsin?** .....  Yes  No  
**If yes,**
  - a. Year(s)? \_\_\_\_\_
  - b. Describe products:
  
3. **Has this business made deliveries into Wisconsin using a company owned or operated vehicle?** .....  Yes  No  
**If yes,**
  - a. Year(s)? \_\_\_\_\_
  - b. On return trips, does this business haul products out of Wisconsin? .....  Yes  No
  - c. Are sales made by the vehicle driver(s)? .....  Yes  No
  
4. **Has this business shipped products to Wisconsin in returnable containers?** .....  Yes  No  
**If yes,**
  - a. Year(s)? \_\_\_\_\_
  - b. Does this business retain ownership of the containers? .....  Yes  No
  - c. Does this business charge a deposit on the containers? .....  Yes  No
  
5. **Has this business, an affiliated business or third party made online sales of your products to Wisconsin customers?** .....  Yes  No  
**If yes,** list the website(s) from which sales are made:
  
6. **Has this business sold digital goods received by customers in Wisconsin? (Digital goods includes, but are not limited to, audio works, audiovisual works, books, greeting cards, periodicals, video games, newspapers, or anything transferred electronically to the purchaser, other than computer software.)** ...  Yes  No  
**If yes,**
  - a. Year(s)? \_\_\_\_\_
  - b. Describe digital goods:
  
7. **Has this business licensed intangibles for use in Wisconsin, including, but not limited to, software, trademarks, trade names, patents, copyrights or franchises?** .....  Yes  No  
**If yes,**
  - a. Year(s)? \_\_\_\_\_
  - b. Describe intangible property:
  - c. Enclose a copy of any license agreement with customers in Wisconsin.

**Part D: Business Activities Continued - For the current year plus the prior seven years**

8. Has this business solicited, advertised or marketed to Wisconsin customers? .....  Yes  No  
If yes,  
a. Year(s)? \_\_\_\_\_  
b. Describe methods:
9. Has this business provided services to real or tangible personal property (e.g., repair, installation, assembly, maintenance, inspection, etc.) in Wisconsin? .....  Yes  No  
If yes,  
a. Year(s)? \_\_\_\_\_  
b. Describe services:
10. Has this business provided professional services (e.g., training, consulting, accounting, engineering, real estate, brokerage, etc.) for customers in Wisconsin? .....  Yes  No  
If yes,  
a. Year(s)? \_\_\_\_\_  
b. Describe services:
11. Has this business provided any other services (e.g., telecommunications, research, landscaping, testing, etc.) for customers in Wisconsin? .....  Yes  No  
If yes,  
a. Year(s)? \_\_\_\_\_  
b. Describe services:
12. Has this business performed services outside Wisconsin for which the benefits were received in Wisconsin?  Yes  No  
If yes,  
a. Year(s)? \_\_\_\_\_  
b. Describe services:
13. Has this business used or consumed any tangible personal property while performing services for customers in Wisconsin? .....  Yes  No  
If yes,  
a. Year(s)? \_\_\_\_\_  
b. Was sales tax paid on the purchase of the tangible personal property? .....  Yes  No  
c. Describe property used:
14. Has this business performed construction activities in Wisconsin? .....  Yes  No  
If yes,  
a. Year(s)? \_\_\_\_\_  
b. Describe activities:
15. Has this business hired subcontractors to perform services in Wisconsin? .....  Yes  No  
If yes,  
a. Year(s)? \_\_\_\_\_  
b. Describe services:  
  
c. Enclose a copy of any contract with a subcontractor(s) to perform services in Wisconsin.

16. Are any Wisconsin sales, rentals, or leases exempt from Wisconsin sales or use tax? . . . . .  Yes  No  
 If yes,

a. Explain:

b. What percentage of Wisconsin sales, rentals or leases are exempt? \_\_\_\_\_

**Part E: Employees, Representatives and Subcontractors - For the current year plus the prior seven years**

1. Has this business paid salaries, wages, fees or commissions to any persons living in Wisconsin? . . . . .  Yes  No  
 If yes,

a. Year(s)? \_\_\_\_\_

b. Describe the activities performed:

c. Were activities performed in Wisconsin? . . . . .  Yes  No  
 If no, where were the activities performed? \_\_\_\_\_

d. Enclose a copy of job descriptions or written agreements with such employees or representatives in Wisconsin.

2. Has this business issued Form 1099-MISC to any individuals or businesses in Wisconsin? . . . . .  Yes  No  
 If yes,

a. Explain:

b. How many per year?

20 _____	20 _____	20 _____	20 _____
20 _____	20 _____	20 _____	20 _____

3. Has this business, including its employees, representatives, or agents come into Wisconsin to perform business activities? . . . . .  Yes  No  
 If yes,

a. Describe the business activities performed:

b. Are any of the following activities performed in Wisconsin:

- Accepting or rejecting orders? . . . . .  Yes  No
- Making immediate delivery from inventory on hand? . . . . .  Yes  No
- Accepting payments or deposits from customers? . . . . .  Yes  No
- Exchanging or replacing unsuitable merchandise? . . . . .  Yes  No
- Accepting returned or repossessed merchandise? . . . . .  Yes  No
- Resolving dealer/customer complaints? . . . . .  Yes  No
- Negotiating, renewing or completing contracts or agreements? . . . . .  Yes  No
- Collecting delinquent accounts? . . . . .  Yes  No

c. How many activity days per year? (Example: Ten persons for one day or one person for ten days are both ten activity days.)

20 _____	20 _____	20 _____	20 _____
20 _____	20 _____	20 _____	20 _____

d. If activities are performed in Wisconsin by a representative, provide a standard agreement or contract.

4. Has this business, including its employees, representatives, or agents attended or participated in any temporary events in Wisconsin (e.g. trade shows, flea markets, arts and craft shows, career fairs, festivals)?  Yes  No  
 If yes,

a. List the number of days per year:

20 _____	20 _____	20 _____	20 _____
20 _____	20 _____	20 _____	20 _____

b. Has this business made sales of on-hand products or services at any temporary event in Wisconsin? . . . . .  Yes  No

5. Has this business, including its employees, representatives, or agents, conducted seminars or training courses in Wisconsin?  Yes  No
- If yes,
- a. Year(s)? \_\_\_\_\_
- b. Describe seminar(s) and/or training course(s):

### Part F: Locations and Property - For the current year plus the prior seven years

1. Has this business or its employee(s) maintained a business location (e.g., home office) in Wisconsin?  Yes  No
- If yes,
- a. Year(s)? \_\_\_\_\_
- b. Provide the location(s) and telephone number(s), number of persons and activities at each location:
2. Has this business held loans secured by real or tangible personal property located in Wisconsin?  Yes  No
- If yes,
- a. Year(s)? \_\_\_\_\_
- b. Describe property:
3. Has this business:
- a. Owned, leased or rented any real or tangible personal property located in Wisconsin?  Yes  No
- b. Stored any tangible personal property in Wisconsin?  Yes  No
- c. Owned any goods in a Wisconsin warehouse, on consignment, or in possession of a distributor or other representative in Wisconsin?  Yes  No
- d. Had any tangible personal property in possession of a potential customer in Wisconsin?  Yes  No
- If yes to any of the above,
- Year(s)? \_\_\_\_\_
  - List the type, value, and location of goods or property:

### Part G: Ownership and Related Entities

1. Is this business a parent company?  Yes  No
2. Is this business a subsidiary?  Yes  No
3. Does this business file a federal consolidated return?  Yes  No
- a. If yes to Question 2 or 3, provide the parent company's legal name, FEIN and address:
4. Does this business own, directly or indirectly, a general interest in a partnership that does business in Wisconsin, regardless of the percentage of ownership?  Yes  No
5. Does this business own, directly or indirectly, an interest in a limited liability company that does business in Wisconsin, regardless of the percentage of ownership, and the limited liability company is treated as a partnership for federal tax purposes?  Yes  No
6. Is this business a shareholder or member of an S corporation or limited liability company that has operations, conducts business or owns real property in Wisconsin?  Yes  No
7. Does this business have any other affiliated or related entities?  Yes  No
8. If yes to any questions G4 through G7, provide business information on page 7.

## Part H: Preparer Information and Signature

*By signing below, I declare that the information furnished in this questionnaire and all attachments are true, correct, and complete to the best of my knowledge and belief.*

Name (print or type)	Title
Signature	Email address
Telephone number	Date

## Business Information for Questions G4 through G7

Legal name			FEIN	Relationship
Address			Description of all business activity in Wisconsin and years	
City	State	Zip		

Legal name			FEIN	Relationship
Address			Description of all business activity in Wisconsin and years	
City	State	Zip		

Legal name			FEIN	Relationship
Address			Description of all business activity in Wisconsin and years	
City	State	Zip		

Legal name			FEIN	Relationship
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City	State	Zip		

Legal name			FEIN	Relationship
Address			Description of all business activity in Wisconsin and years	
City	State	Zip		

Legal name			FEIN	Relationship
Address			Description of all business activity in Wisconsin and years	
City	State	Zip		