



OKLAHOMA TAX COMMISSION

STATE OF OKLAHOMA

PHONE
(405) 319-8550

FACSIMILE
(405) 601-7144

PHYSICAL ADDRESS
First National Center
120 North Robinson, 20th Floor
Oklahoma City, OK

OFFICE OF THE GENERAL COUNSEL

MAILING ADDRESS
First National Center
120 North Robinson, Suite 2000W
Oklahoma City, Oklahoma 73102-7801

July 19, 2012

(Name and Title)
(City)
(Address)

CONFIDENTIAL

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Re: Notification of Audit to be Conducted Under the Independent Audit Program

Dear :

Pursuant to the Independent Audit Program, the City of , through its independent auditor, , has been approved to conduct an audit of taxpayer who has previously reported sales tax to your city. Your city may elect to participate in the audit by making arrangements to participate in the independent audit or you may opt out of the audit which will result in no audit being conducted on your behalf.

If your city wishes to participate in the audit of this taxpayer, you must contact the auditor and make arrangements to participate in the audit within sixty (60) days of the date of this letter and notify the Oklahoma Tax Commission that you will be participating. If your city does not make arrangements within the time allotted, the Oklahoma Tax Commission will be relieved of its obligation to audit the taxpayer for your city.

Once your city has determined whether it will participate in the audit, please return this letter with the bottom portion completed in the enclosed envelope.

If you have any questions, please contact the undersigned.

OKLAHOMA TAX COMMISSION

Marjorie Welch
First Deputy General Counsel

City will participate in the audit of the taxpayer referenced above. A copy of the contract entered into with the auditor is enclosed.

City will not participate in the audit of the taxpayer referenced above. City understands that by not participating, the Oklahoma Tax Commission will be relieved of its obligation to audit for City and no audit will be conducted on City's behalf.

Signature

Date

Position or Title of Signer