Statement of Appeal
SALES TAX APPEALS BOARD

This form and the required attachments must be submitted to the Clerk’s Office, Room 202, Municipal Building or mailed to the above address within 20 days calendar days from either the date the decision or action was mailed to the appellant by the Sales Tax Office, or the date the appellant first learned of the decision or action, whichever is earlier.

Please print:

Name of Business: ______________________________________  Phone: __________________
Sales Tax Account Number: __________________________________
Appellant’s Name: ___________________________________________  Phone: __________________
Address (mailing): ____________________________________________
Fax: __________________________  e-mail address: __________________________

Are you represented by another party?  ____ no  ____ yes (if yes please list contact information below)
Name: ___________________________________________________________________________
Address (mailing): ______________________________________________________________
Phone: __________________ Fax: _______________  e-mail address: ________________________

Type of Appeal:

<table>
<thead>
<tr>
<th>Penalty and Interest</th>
<th>Audit Results</th>
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</thead>
<tbody>
<tr>
<td>Exempt Sales Interpretation</td>
<td>Filing Requirements</td>
</tr>
<tr>
<td>Ordinance Interpretation</td>
<td>Collection Actions</td>
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</tbody>
</table>

Dollar Amount of Appeal: $  
Date Appellant Learned of Decision/Action by Sales Tax Office: ____________________________
Date Served on City Clerk: __________________________  Clerk’s initials: __________________

Statement of Appeal: The statement of appeal shall have attached to it:

1. A copy of all relevant sales tax ordinance sections, or a statement of relevant sales tax ordinance sections; a written statement in ordinary and concise language of how the position taken by the Sales Tax Office does not comply with the ordinance, including the particular circumstances, events, or occurrences which show the appellant has complied with the ordinance;
2. If penalties and/or interest are being disputed, a written statement in ordinary and concise language explaining why penalties and/or interest are inappropriate.
3. Any documents supporting the appellant’s position; and
4. The signature of the appellant. (below)

The Statement of Appeal, with attachments, presents your case to the Sales Tax Appeals Board. The case must clearly show you have followed the requirements of the Sales Tax Ordinance and what decision you wish the board to make. You are entitled to representation before the board. The Board may dismiss an appeal if the appellant does not state the grounds upon which relief is requested or provide sufficient supportive documentation. An appeal may also be dismissed if the Board determines that the matter falls outside the scope of the Board’s authority.

Date: __________________________  Signature: __________________________

The Municipal Clerk’s Office (586-5278) can answer any questions you may have regarding appeal procedures.

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