**UNIVERSITY OF KENTUCKY**

**SALES TAX ACTIVITIES QUESTIONNAIRE**

**ACCOUNTING AND FINANCIAL REPORTING SERVICES**

**(Return form to: 371 Peterson Service Building)**

**Cost Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Explanation**

Sales of tangible personal property and digital property by UK to outside companies, agencies or individuals located in Kentucky are considered sales taxable unless covered under specifically defined exceptions. In order to evaluate whether the exceptions apply, it is necessary to gather information.

**Questions**

1. Have you, your staff, department or college sold items to outside companies, agencies or individuals that are located in Kentucky?
2. Please describe the items sold.
3. Is this a new activity this year? Is it daily, weekly, monthly, quarterly?
4. List the gross revenue and costs associated with this activity this year.
5. Was sales tax collected and remitted for these sales?
6. If customers have purchased items and claimed an exception to paying state sales tax due to an exemption certificate, please describe how exemption certificates are organized and kept for future reference.
7. Please list the name, title, and phone number of the individual most knowledgeable about this activity.

Signature Title Date