

BOE-504-B REV. 11 (1-97)

STATE OF CALIFORNIA
BOARD OF EQUALIZATION

SAMPLE LETTER
Requesting Purchaser's Statement

XYZ Company
1234 5th Street
Los Angeles, California 90013

Auditors of the California State Board of Equalization are currently examining our records in connection with the California Sales and Use Tax Law. They have questioned certain nontaxed sales made to you, as covered by the invoices listed on the attached sheet.

Would you please indicate the disposition of this property by checking the appropriate box and completing the statement. The board will **not** accept the statement if it is not filled out completely and signed by an authorized representative.

Your prompt response is necessary to support any claims for exemption that are in order. Please return the inquiry statement within 10 days using the enclosed envelope or fax to (____) _____.

GENERAL AUDIT PROCEDURES

(CONT.) EXHIBIT 9

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BOE-504-C REV. 12 (1-97)

**STATEMENT CONCERNING PROPERTY PURCHASED
WITHOUT PAYMENT OF CALIFORNIA SALES TAX**

STATE OF CALIFORNIA
BOARD OF EQUALIZATION

DMA _____

Auditor's Initials _____

Please complete this inquiry statement to indicate the disposition of certain non-taxed purchases you made from the seller listed below. Please fill out the form completely, check the appropriate boxes, and sign as your company's authorized representative. The form should be returned within 10 days.

NAME OF SELLER FROM WHOM YOU PURCHASED ITEMS WITHOUT SALES TAX				SELLER'S PERMIT NUMBER
DATE	INVOICE NUMBER	PURCHASE ORDER NUMBER	AMOUNT	DESCRIPTION

Please check the appropriate box(es) below. If none of these apply, please explain below.

- The above property was purchased for resale and was resold in the form of tangible personal property. It was not used for any purpose other than retention, demonstration, or display while being held for sale in the regular course of business.
- The above property was purchased for resale and is presently in resale inventory. It has not been used for any purpose other than retention, demonstration, or display while being held for sale in the regular course of business.
- The above property was purchased for leasing and tax measured by rental receipts has been paid directly to the Board with our sales tax returns.
- The above property was purchased for our own use and not for resale; and
 - tax in the amount of _____ was paid directly to the Board with our sales tax return for the reporting period _____.
 - tax in the amount of _____ was added to the billing and remitted to the Seller.
 - the purchase is a taxable transaction and tax is applicable.

COMMENTS

NATURE OF BUSINESS

PURCHASER'S SALES TAX PERMIT NUMBER	PURCHASER'S NAME
SIGNATURE	TITLE
DATE	PHONE
	CITY

The information provided above is subject to verification by the State Board of Equalization.