



State of Utah

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*Lieutenant Governor*

## Utah State Tax Commission

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ROBERT P. PERO  
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*Executive Director*

August 16, 2013

Name

Address

City, State Zip

### ***RE: Verification of Sales and Use Tax***

Letter ID: LS2130000

Dear Name:

The Auditing Division of the Utah State Tax Commission is currently conducting a self-review project on landscapers and related industries. A self-review project consists of selected businesses or individuals reviewing their own books and records for potential tax liabilities. Self-reviews are designed to help you become familiar with the tax laws that relate to your business, and assist you in future compliance to help you avoid penalties and interest.

We have obtained information indicating you are providing landscaping or similar services in Utah. While landscaping services are nontaxable, landscapers typically purchase materials used to perform their services. Sales and use tax is imposed on the purchase of materials that are converted to real property. Landscapers may also sell items which are not installed into real property, on which they would be required to collect sales tax from the customer.

### ***What you should do:***

Please read the enclosed **Examples** sheet and **Frequently Asked Questions** sheet for details on some taxable items commonly purchased by landscapers and related industries, and explanations of the tax laws that apply to your business.

To perform the self-review, please follow the **Instructions** included in this packet. The enclosed **Checklist & Questionnaire** outlines the forms you will need to complete and submit. It is important you return the completed forms in the envelope provided, along with your payment of computed tax and interest, if applicable, by **September 16, 2013**.

If a careful review of your records shows Utah use tax was reported for all cases where the seller did not charge you tax on a taxable purchase, and sales tax was always properly charged to your customers and reported to the Tax Commission (if applicable), please do the following:

1. Fill out the **Checklist & Questionnaire**.
2. Complete the **Summary**, including Section D, indicating why you do not owe tax, and sign and date it.
3. Please return the above documents in the envelope provided by **September 16, 2013**.

Please note, all self-reviews are subject to verification by auditors. Any tax self-reported and paid as part of this self-review will be subject only to interest, and the review period will be limited to three years. However, if you do not respond to this notice, we may contact you to schedule an audit. If no sales and use tax returns have been filed, the normal three-year statute of limitations does not apply and the Tax Commission may assess tax, interest, and penalty for an unlimited period.

Interest has been calculated to **September 16, 2013**. If payment is made before that date, you may reduce the interest amount accordingly. See the enclosed **Instructions**. If payment is made after **September 16, 2013**, you must adjust the interest and pay the proper amount, or additional interest and a late payment penalty may be assessed on any deficiency.

***If you have questions or need additional time:***

Email us at [selfreview@utah.gov](mailto:selfreview@utah.gov) or contact one of the following from 8:00 a.m. to 5:00 p.m., Monday through Friday:

Matthew Duke	(801) 297-4670
Stephen Peterson	(801) 297-4758
Jim Thompson	(801) 297-4647

Additional information to help you complete this self-review can be found on our website at <http://tax.utah.gov/selfreview/landscapers>. You may also read related tax references in Title 59 Chapter 12 of the Utah Code, Administrative Rules R865-19S-58 and R865-21U-6, and Publication 45, found on our website at <http://tax.utah.gov/>.

Thank you for your prompt attention and cooperation regarding this matter.

Respectfully,



Michael Christensen  
Tax Audit Manager

Enclosures