
SALES AND USE TAX APPEAL SCHEDULE AND INSTRUCTIONS

1. A REV-65 Petition form must be completed along with this form.
2. This form must be completed for all Sales and Use Tax Refund and Audit Assessment appeals.
3. If your petition concerns an audit, please fill out the reverse side of this form using INSTRUCTIONS A1 through A7.
4. If your petition concerns a refund claim, please fill out the reverse side of this form using INSTRUCTIONS R1 through R7.
5. If more than one page is required, please number pages consecutively.
6. Failure to complete the REV-65 Petition and REV-39 Appeal Schedule forms as indicated may result in a decision adverse to the Petitioner.

AUDIT ASSESSMENT APPEAL INSTRUCTIONS

LIST ALL ITEMS, GROUPED BY LEGAL ISSUE, WHICH HAVE BEEN ASSESSED AND WHICH YOU FEEL ARE NOT TAXABLE.

- A1 In Column 1 list the page from the auditor's worksheet.
- A2 In Column 2 list the Line from the auditor's worksheet.
- A3 In Column 3 list the invoice number from the auditor's worksheet.
- A4 In Column 4 list the price **excluding** tax from the auditor's worksheet.
- A5 In Column 5 list the State tax on the item.
- A6 In Column 6 list the County tax (Allegheny or Philadelphia)
- A7 In Column 7 please describe the item.
- A8 In Column 8 state the reason the item is not taxable, including how the item is used.

PLEASE LEAVE COLUMN 9 BLANK

REFUND INSTRUCTIONS

LIST ALL ITEMS (IN CHRONOLOGICAL ORDER BY CHECK DATE) WHICH YOU BELIEVE ARE EXEMPT AND ON WHICH TAX HAS BEEN PAID.

- R1 In Column 1 list the date of the check issued to pay for the item.
- R2 In Column 2 list the number of the check issued to pay for the item.
- R3 In Column 3 list the vendor (abbreviate if necessary) and the invoice number.
- R4 In Column 4 list the price of the item **excluding** tax.
- R5 In Column 5 list the State tax paid on the item.
- R6 In Column 6 list the County tax (Allegheny or Philadelphia)
- R7 In Column 7 describe the item.
- R8 In Column 8 state the reason the item is not taxable, including how the item is used.

PLEASE LEAVE COLUMN 9 BLANK