MULTISTATE TAX COMMISSION BUSINESS ACTIVITY QUESTIONNAIRE

STATE OF: FOR TAXABLE YEARS:

NAME OF COMPANY:		
ADDRESS:		
PHONE NUMBER:		
FEDERAL ID NUMBER:		
PRINCIPAL BUSINESS ACTIVITY:		
BRAND NAMES OF PRODUCTS OR SERVICES:		
All yes answers must be explained in detail.		
SECTION A		
1. Is your company qualified to do business with the Secretary of State in this state?	Yes	_ No
2. Has your company ever filed the following returns with the state: (Y or N)		
Corporation Income, Franchise or Excise Tax		
Sales/Use Tax		
Withholding Tax/Unemployment Tax		
If yes, tax type and year.		
3. Has your company made retail sales of product in this state?	Yes	_ No
4. Has your company made sales of products to end users located in this state?	Yes	_ No
5. Has your firm made mail order sales of your products to consumers in this state?	Yes	_ No
5. Does your firm have a regional office serving this state? If yes, office location and the states it serves.	Yes	_ No
7. Is the company listed in a telephone directory in this state? If yes: City: Phone #:	Yes	_ No
8. Date employee first performed services or made sales in this state.		

9. Date your company began marketing or shipping your product or service in this state

10	List the states your destination sales into this state are shipped from.		
11.	Have any of your products been shipped into this state in returnable containers? Does your company retain ownership of the containers? Does your company charge a deposit on the containers?	Yes	No _ No _ No
12	Does your firm make deliveries of products into this state in vehicles owned or leased by your company? If yes, in what years and how frequently?	Yes	_ No
13.	Do vehicles ever pick-up and deliver from one point in this state to another point in this state?		No
14	Are sales ever made by the vehicle's driver?	Yes	_ No
15	Does your company own or lease any terminals or fuel facilities in this state?	Yes	_ No
16	Names and addresses of the 3 largest customers in this state. 1. 2. 3.		
17	Amount of destination sales made into this state for the past 3 years. 199_ \$		
	SECTION B		
1.	Has your company at any time had an office, agency, warehouse or other place of business in this state? If yes, give dates, location, and nature of activities.	Yes	No
2.	Has your company at any time owned, leased or rented any tangible or real property located and/or used in this state? Warehouse Spaces Motor Vehicles Office Space Industrial Equipment Merchandise Inventory Office Equipment Advertising Materials Manuals Raw Materials Leased Equipment Other (list)	(If yes, give dates, and property.)	
3.	Has your company ever done any advertising or promotion activities in this state? If yes, describe activities, property used, and media employed.	Yes	No
4.	Has your company ever had consigned goods in this state?	Yes	_ No

5.	Does your company ever execute contracts in this state? If yes, give specific dates and describe contracts.	Yes	No
6.	Does title to property located in this state remain with your company until the contract price is fully paid?	Yes _	No
7.	Does your company retain a security interest in any property that is delivered to customers in this state?	Yes _	No
8.	Has your company sold, leased or licensed real estate, services or intangibles in this state? If yes, give the date, location and description of the property or service.	Yes _	No
9.	Do employees in this state solicit orders for the sales of services or real estate in this state?	Yes _	No
10.	Does your company perform engineering functions in this state?	Yes _	No
11.	Does your company conduct training courses in this state for your customers, agents, distributors, or for their customers or employees?	Yes _	No
12.	Does your company conduct lectures in this state regarding the company's products or services?	Yes	No
13.	Does your company inspect products after installation?	Yes _	No
14.	Does your company offer technical assistance or training to purchasers or users of your product after the sale?	Yes _	No
15.	Does your company have any employees, sales reps or commission agents residing in this state? If yes:	Yes _	No
	a. Does your company have a standard job description or written agreement with the employee or agent? PLEASE PROVIDE A COPY.	Yes	No
	b. Does your company require the employee or agent to: Maintain office space in their homes? List it as a business address? Receive business callers there? Store inventory there?		
	c. Does your company reimburse office expenses?	Yes _	No
16.	Does your company have any non-resident employees, sales representatives or commission agents which have activity in this state? Does your company have a standard job description or written agreement with the employee or agent? PLEASE PROVIDE A COPY.	Yes _	No
17.	Does your company have any other employees or persons acting on your behalf who have activity in this state?	Yes	_ No
18.	Does your company have employees who install your product either by		

doing the actual installation or by supervising the installation by others

	in this state?	Yes	No
19	. Do employees in this state investigate, recommend or appoint potential dealers, agents or distributors?	Yes	_ No
20	. Does anyone acting on your company's behalf repossess products in this state?	Yes	No
21	. Do employees in this state ever repossess products in this state?	Yes	No
	SECTION C		
1.	Have you had employees or other representatives performing services within this state? (If you had employees whose base of operations was in another state, but whose duties include occasional calls upon customers or clients within this state, answer this question "yes".)	Yes	No
2.	If "Yes",		
	(a) In what year did your employees or other representatives begin performance of these services within this state?		
	Have these services been performed within this state by your employees or other representatives in every year since then? (b) Identification of employees or representatives: (a separate sheet may be used i additional space is needed).	f	
	TERRITORY DESIGNATION COVERED FOR EMPLOYEE YOUR INDEPENDING COMPANY CONTRACT	OR ENT	
	(c) Do any of these employees or representatives:		
	(1) Have samples? If yes, value of samples What is done with samples?	Yes	No
	(2) Make "on the spot" sales of any items?	Yes	No
	(3) Call upon customers in this state to collect installments, payments		

and/or delinquent accounts?	Yes	No
(4) Make adjustments for returned or damaged merchandise?	Yes	_ No
(5) Investigate or authorize credit of existing or potential customers in this state?	Yes	No
(6) Investigate, handle, or otherwise assist in resolving customer complaints in this state?	Yes	No
If "Yes", is it more than mediating direct customer complaints when the sole purpose of such mediation is to ingratiate the sales personnel with the customer?	Yes	No
(7) Receive purchase orders when calling upon a customer in this state? If "Yes", do they have authority to approve or reject the order?		No _ No
(8) Secure or accept deposits, payments or down payments on sales or merchandise in this state?	Yes	No
(9) Inspect or have the right to inspect the marketing of your products or any use of your trademarks or trade names?	Yes	No
(10) Arrange cooperative advertising agreements with customers?	Yes	_ No
(11) Assist your customers or their customers in this state in any of the follow	ing ways:	:
(a) Train their employees or their customers in the sales, use or servicing of your products?If yes, where does this take place?	Yes	No
	-	
(b) Inspect inventories to insure adequacy?		No
(c) Remove obsolete, damaged or outdated inventories?	Yes	No
(d) Pick-up or verify destruction of damaged, returned or outdated merchandise in this state?		
(12) Supervise or inspect the installation of products sold in this state?	Yes	No
(13) Service or repair equipment or property of your customers in this state?	Yes	No
(14) Perform any installation or construction work within this state?	Yes	No
(15) Provide sales or service manuals to customers, distributors, agents, etc. located in this state?	Yes	No
(16) Provide your customers in this state with technical information or advice	? Yes	No
(17) Conduct lectures, films, etc. promoting or demonstrating your company's product or service in this state?	Yes	No

Date	Signature of Corporate Officer	Title	
	the information furnished in response to this questionnaire is to the orrect, and complete.	best of my k	nowledge and
	Signature and Verification		
If yes, list the	company, its state ID, the activity performed, the dates performed a	and the locati	ions.
	group? Perform any services or provide facilities for affiliated corpor	ations in this	s state?
	Solicit, distribute or service products in this state of other men	mbers of the	affiliated
	Make any mail order sales to customers in this state? Have destination sales or receipts from this state?		
	File income or sales tax returns in this state?		
6. Do any af	filiated companies: (Check all that apply)		
dealers to your com	refrain from representing products that are competitive with pany's?	Yes	No
	r company require any independent contractors, agents or		
	employee with activity in this state have the authority to hire other employee or agent?	Yes	No
	f time		
	mployees or independent contractors in this state?	Yes	No
	employee within this state supervise or manage the activities		
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-			
	tems above, please add sufficient further description as to give a cor scription of the services performed.	nprehensive	
	f the salesperson's or representative's duties have not been fully covered to the salesperson's or representative of the salesperson's or representative or salesperson or salespers		
	Maintain a sample or display room in excess of 14 days at any one ocation during any one year?	Yes_	No
(21) (Conduct training courses or schools for your customers or dealers?	Yes_	No
(20) I	nvestigate, recommend, or appoint potential dealers?	Yes_	No
(19) I	Repossess the company's products?	Yes_	No
(18) (Collect installments and/or delinquent accounts?	Yes	No
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I declare that, although I am not an officer of the corporation, I have prepared this report upon the basis of all information of which I have knowledge.			
Date	Signature	Title	
Person (s)	who prepared questionnaire.		
Name:			
Title: Telephone	Number		
Date:	Avuilloci.		
Did you in			
	answers to all questions answered yes?		
Job desci	-		
Product 1	brochure?		

Independent contractor's agreements?