



OKLAHOMA TAX COMMISSION • COMPLIANCE DIVISION  
APPLICATION FOR VOLUNTARY DISCLOSURE

Return to: Oklahoma Tax Commission • Compliance Division • PO Box 269054 • Oklahoma City, OK 73126-9054

SECTION 1: TAXPAYER INFORMATION

Date of Application: \_\_\_\_\_  
Representative or Applicant's Name: \_\_\_\_\_  
Representative's Firm: \_\_\_\_\_  
Representative or Applicant's Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Representative or Applicant's Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Representative or Applicant's Email Address: \_\_\_\_\_

1. Application is for: (select as many as apply)
  - Income Tax for years: \_\_\_\_\_  
Was an Extension Requested for  
Current Income Tax Year:.....  Yes  No
  - Sales Tax for periods: \_\_\_\_\_
  - Use (Vendor or Consumer)  
for periods: \_\_\_\_\_
  - Franchise/Business  
Activity Tax for years: \_\_\_\_\_
  - Withholding for periods: \_\_\_\_\_
  - Other: \_\_\_\_\_
2. Please list any tax type(s) for which the taxpayer is currently filing returns or registered with the Oklahoma Tax Commission.  
\_\_\_\_\_
3. Is the taxpayer or has the taxpayer ever registered with the Oklahoma Tax Commission?
  - Yes
  - No
4. Does the taxpayer have outstanding liabilities other than those reported through the voluntary disclosure?
  - Yes (If yes, provide explanation)
  - No
5. Is the taxpayer under audit with the Oklahoma Tax Commission or Internal Revenue Service?
  - Yes (If yes, provide explanation)
  - No
6. Has the taxpayer, any affiliate, or subsidiary been contacted by the Oklahoma Tax Commission or Multistate Tax Commission regarding filing requirements and/or liability?
  - Yes
  - No
7. Type of Business Organization:
  - Proprietorship
  - Partnership
  - LLC (If LLC, list classification for federal income tax purposes)
  - S Corporation
  - LLP
  - Other
8. State of Incorporation: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_  
Income Tax Filing Dates: \_\_\_\_\_



## APPLICATION FOR VOLUNTARY DISCLOSURE

### SECTION 2: BUSINESS ACTIVITIES

1. Briefly explain the taxpayer's business activities: (attach memo if additional space is needed)  
\_\_\_\_\_
2. When did the taxpayer begin conducting business activities in Oklahoma? \_\_\_\_\_
3. Did the taxpayer collect sales and/or use tax in Oklahoma? .....  Yes  No  
If Yes, when did the taxpayer start collecting tax: \_\_\_\_\_
4. Business activities of the taxpayer in Oklahoma: (check all that apply)
  - a) Sell, lease, rent tangible property for use or consumption in Oklahoma.
  - b) Sell, lease, rent intangible property for use or consumption in Oklahoma.
  - c) Make retail sales in Oklahoma.
  - d) Make wholesale sales in Oklahoma.
  - e) Maintain an office, agency, warehouse, or other business location in Oklahoma.
  - f) Maintain inventory or consigned property in Oklahoma.
  - g) License software for use in Oklahoma delivered in tangible form.
  - h) Perform construction contracts in Oklahoma.
  - i) Maintain a security interest/mortgage in real property.
  - j) Has nonresident or resident employees who earn more than \$300 in any quarter in Oklahoma.
  - k) Intangible holding company.
  - l) Other (describe) \_\_\_\_\_
5. Check the method(s) of delivery your business uses:
  - Company-owned or leased trucks.
  - Common carrier.
  - Your delivery agent or salesperson.
  - Customer pick-up.
  - US Postal Service.
  - Other (describe) \_\_\_\_\_
6. Business activities that company employees, representatives or agents conduct in Oklahoma: (check ALL that apply)
  - a) Solicit/approve orders and/or secure deposits on sales of tangible personal property.
  - b) Make "on the spot" sales of company products.
  - c) Make collections on regular or delinquent accounts.
  - d) Carry samples and/or merchandise that are sold, exchanged, or distributed in any manner for consideration or other value.
  - e) Provide installation or supervision of installation.
  - f) Offer technical assistance/training to purchasers of its products before or after the sale.
  - g) Make repairs or provide maintenance.
  - h) Distribute replacement parts.
  - i) Pick up or replace damaged or returned property.
  - j) Advise customers as to minimum inventory levels, remove obsolete or outdated goods.
  - k) conduct training classes, seminars or lectures.
  - l) Investigate credit worthiness.
  - m) Repossess property.
  - n) Provide engineering or design services.
  - o) Maintain or service samples or display room.
  - p) Other activities (please provide explanation) \_\_\_\_\_

I declare under penalty of perjury under the laws of the state of Oklahoma that I am the applicant, or authorized by the unnamed applicant(s) to act as its agent in applying for the Voluntary Disclosure Program, and that the information given above is true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_