WYOMING DIRECT PAY PERMIT TAX REPORTING INFORMATION

1. Your filing frequency is Monthly beginning: 08/01/2006. You will receive your return approximately the first week of the month in which it is due. Example: MONTHLY filers; January return will be received first half of February and it must be postmarked on or before the last day of February.

2. Failure to receive a return from the Department of Revenue does not relieve you from the responsibility of filing and paying the tax due on or before the due date. *Call our office for a duplicate return, if you have not received a return by the 15th of the month. Returns must be filed even if no purchases were made or any tax due.

3. The postmark date determines the timeliness of your return. Returns with a late postmark are subject to a 10% penalty plus a monthly interest rate to be determined by the State Treasurer under W.S. 39-15-108, which is calculated on a daily basis.

4. Please notify your Regional Section at the Cheyenne Office in writing if there is a change of address or ownership. Mail to: Department of Revenue, 122 W 25th St., Cheyenne WY 82001-0110. Be sure to include your Wyoming Direct Pay Permit number on any correspondence and/or remittance sent to the Department to ensure timely processing.

5. Contact your local Field Representative (identified on the enclosed listing) or Taxpayer Services at 307-777-5200.