

# Sales and Use Tax Records Retention Policy

## WHAT SALES AND USE TAX RECORDS DO YOU NEED TO KEEP?

The answer is simple: everything. The list below describes what should be maintained for your sales and use tax records and how long you should maintain it.

- Sales receipts / electronic or paper ..... 7 years
  - ▶ Exemption Certificates ..... Permanently
  - ▶ Sales & Use Tax Returns..... Permanently
    - Verify the gross sales numbers on the your forms ST12 match your gross sales numbers for income tax
- Purchase invoices / payables (all invoices) ..... 7 years
  - ▶ Cost of goods sold
  - ▶ General & administrative purchases
  - ▶ Credit card statements preferably with invoices attached
- Fixed asset purchase invoices ..... 7 years or life of asset, whichever is longer
  - ▶ Put in separate file from the purchase invoices
- Fixed asset sales receipts ..... 7 years
  - ▶ Copy of sales receipt in a separate file
- Use Tax support/backup ..... Permanently
  - ▶ A copy of the invoice
  - ▶ A spreadsheet that contains the vendor name, invoice number, amount of invoice and description of items purchased

For further discussion, please contact one of Schenck's State and Local Tax Team members:



**Kenneth Klemm, CPA, MST**  
Senior Manager  
920-455-4213  
ken.klemm@schencksc.com



**Sarah Evans, CPA**  
Manager, State and Local Tax  
414-465-5561  
sarah.evans@schencksc.com

This document is intended to be used as a guideline. Various regulatory, statutory and industry practices may supercede these general recommendations. Consult your attorney before implementing any business record retention policy.