

**Exhibit 2**  
**Report Field Names Examples**

**Summary for Recommending Assessment**

Name  
Printed  
DBA  
Case ID  
Legal Address  
License or Account Number  
Mailing Address  
Audit Code (County)  
Taxpayer Rep  
Schedule A - Sales Tax  
Sales Tax Due on Sales  
Sales Tax Due on Purchases  
Total Sales Tax Due  
Penalty  
Total Sales Tax and Penalty  
Schedule B - Use Tax  
Use Tax Due on Sales  
Use Tax Due on Purchases  
Total Use Tax Due  
Penalty  
Total Use Tax and Penalty  
Schedule C - Pre-Assessment Interest  
Pre-Assessment Interest  
Penalty  
Total Pre-Assessment Interest and Penalty  
Schedule D - Additional Charges and Adjustments  
Additional Charges and Misc Adjustments  
Penalty  
Total Additional Charges and Misc Adjustments  
Total Recommended Assessment  
Post Assessment Credit  
Remaining Unpaid Liability

**Summary of Additional Charges**

Vendor  
Printed  
DBA  
Account Number  
Address  
FEIN  
Period Covered

**SUT Audit Change Proposal for Responsible Party**

Name  
SSN  
Address  
Ohio Account Number  
Address 2  
Audit Assignment Number  
City, State, Zip  
Period Assessed  
Assessment Line  
Payments Line  
Tax  
Interest  
Penalty  
Additional Charge  
Additional Charge Penalty  
Total  
Balance Due  
Tax Auditor  
Date

**SUT Audit Request for Responsible Parties**

Same fields as SUT Audit Change Proposal for Responsible Party Report with two additional fields

**SUT Audit Request for RP (Redact)**

Same fields as SUT Audit Change Proposal for Responsible Party Report with SSN redacted

**Pre-Assessment Interest Report**

Legal Entity  
Auditor  
Audit Period  
Calculate Through Date  
Main Account Number  
Assignment Number  
Printed Date

**Exhibit 2**  
**Report Field Names Examples**

Return Period	Measure
Tax Due	Period
10% of Tax Due	Date Due
Additional Charge	Sales Tax Due
Less Additional Charges Paid	Use Tax Due
Balance Due \$50 or 10% of Tax Due whichever is greater	Net Tax Due
Total Additional Charge Balance Due Plus % Penalty	Interest Factor
Total Recommended for Assessment	Interest Due
Approved Line	Measure Totals
Date	Payments
	Payment Total
	Total Interest Due

**Report Name**

Same fields as Summary of  
Additional Charges with  
SSN redacted

**Pre-Assessment Interest Report Refund**

Same fields as Pre-Assessment Interest  
Report with refund calculation

**Sales Tax Returns Recap**

Legal Entity  
Auditor  
Audit Period  
Main Account Number  
Assignment Number  
Printed  
Account Number  
Period  
Date Filed  
Return Type  
Gross Sales  
Exempt Sales  
Taxable  
Tax  
Discount  
Late Filing Fee  
Other Penalty  
Net Payment  
Pay Type  
Taxable Percent (%)  
Tax Rate Percent (%)  
Legal Entity Totals for All Categories

**Projections Report by Measure**

Legal Entity  
Auditor  
Audit Period  
Measure  
Main Account Number  
Assignment Number  
Printed  
Account Number  
County  
Additional Use Tax (Yes/No)  
Number of Transactions  
Total Calculation Base  
Total Sample Amount  
Error Factor (%)  
Total Account Balance  
Target/Audit Ratio  
Total Extrapolated Base  
Total Tax Due  
Average Tax Rate  
Measure Total Tax Due

**Exhibit 2**  
**Report Field Names Examples**

**Transactions Detail Report**

Legal Entity  
Auditor  
Audit Period  
Measure  
Main Account Number  
Assignment Number  
Printed  
Account Number  
Possession County  
Use County  
Additional Use Only (Yes/No)  
ID  
Name  
Transaction Date  
Transaction Invoice Number  
Description  
Calculation Base  
County/Additional Use Total  
Account Number Total

**Use Tax Returns Recap**

Legal Entity  
Auditor  
Audit Period  
Main Account Number  
Assignment Number  
Printed  
Account Number  
Period  
Date Filed  
Return Type  
Pay Type  
Tax  
Late Filing Fee  
Other Penalty  
Net Payment  
Account Number Total  
Legal Entity Total

**Comprehensive Transaction Detail Report**

Legal Entity  
Auditor  
Audit Period  
Measure  
Main Account Number  
Assignment Number  
Printed  
ID  
Account Level 1  
Name  
Transaction Date  
County  
Transaction Invoice Number  
Description  
Calculation Base  
Tax Due

**Exemption Certificates Report**

Legal Entity  
Auditor  
Audit Period  
Main Account Number  
Assignment Number  
Printed  
Customer  
Location  
Certificate Type  
Certificate Date  
Certificate Status  
Certificate Reason  
Certificate Remarks  
Vendor License Number  
Exemption Allowed  
Letter of Usage Status

**Disallowed Exemption Certificate Report**

Legal Entity  
Auditor

**State and County Allocation Report**

Legal Entity  
Main Account Number

**Exhibit 2**  
**Report Field Names Examples**

Audit Period	Auditor
Main Account Number	Assignment Number
Assignment Number	Audit Period
Printed	Printed
Customer	County
Location	Permissive Tax
Certificate Type	Additional Permissive Tax
Certificate Date	Transit Tax
Certificate Status	State Tax
Certificate Reason	County Total
Certificate Remarks	Grand Total (for all states)
Vendor License Number	
Exemption Allowed	
Letter of Usage Status	

**Account Balances Report**

Legal Entity  
Auditor  
Audit Period  
Main Account Number  
Assignment Number  
Printed  
Account Number  
Sample/Test  
Balance Amount  
Sample/Test Total  
Audit/Download  
Balance Account  
Audit/Download Total

**Taxpayer Filing History Credit**

Legal Entity  
Auditor  
Audit Period  
Main Account Number  
Assignment Number  
Printed  
Account Number  
Report Period  
Return Type  
Credit Amount  
Account Number Total  
Legal Entity Total

**Audit Summary Report by Measure**

Tax Type  
Measure Type  
Measure Type Totals  
Tax Type Totals  
Legal Entity Totals  
Tax Due  
Penalty %  
Penalty  
Total