



ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING

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ALTIST Certified Revenue Examiners Program Government & Economic Development Institute – 213 Extension Hall – Auburn, Alabama 36849-5225

**EXPERIENCE /EDUCATION VERIFICATION FORM
ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING**

Name: _____ Last Four of Soc. Sec #: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

CURRENT EMPLOYER

Name: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

DIRECTIONS: Complete Part I or Part II

I. EDUCATION: *(A certified transcript from the university or college must be submitted.)*

College or University Attended: _____

Location: _____

Degree: _____ Date Conferred: _____

Applicant's Name: _____

II. GOVERNMENTAL EXAMINING EXPERIENCE AS DEFINED IN ALTIST POLICY #0302

(List most recent first)

Employer: _____

Address: _____

Phone: _____ Job Title: _____

Dates of Employment (Mo/Yr): From: _____ To: _____

Name & Title of Supervisor: _____

Describe Duties and Responsibilities: _____

Employer: _____

Address: _____

Phone: _____ Job Title: _____

Dates of Employment (Mo/Yr): From: _____ To: _____

Name & Title of Supervisor: _____

Describe Duties and Responsibilities: _____

Employer: _____

Address: _____

Phone: _____ Job Title: _____

Dates of Employment (Mo/Yr): From: _____ To: _____

Name & Title of Supervisor: _____

Describe Duties and Responsibilities: _____

Add Additional Pages if Necessary

ALTIST POLICY #0302 - Definition of Governmental Examining Experience

- 1. Candidates must possess a general understanding of basic State and local tax laws, rules, and regulations covering sales, use, rental, lease, and licensing areas.**
- 2. Candidates must possess a demonstrated ability to interpret State and local tax laws, rules and regulations, and apply such to actual transactions and situations.**
- 3. Candidates must demonstrate an understanding of basic audit procedures in accordance with Generally Accepted Auditing Standards.**
- 4. Candidates should possess actual experience in reviewing and examining tax returns filed with respective taxing entity where they are employed.**
- 5. Experience working with Governmental Agencies, even agencies auditing sales tax records, without obtaining actual hands-on sales tax auditing experience, will not be considered an equitable fulfillment of the *Governmental Examination Experience* requirement. (i.e. two years employment at a clerical level would not constitute *Governmental Examining Experience*.)**

SIGNATURES:

I certify that I am this applicant's audit supervisor. I have supervised, monitored, reviewed and signed off on all examinations and I am a Certified Revenue Examiner (or a CPA) according to ALTIST Policy.

Supervisor Signature: _____ Date: _____

I certify that I have been performing examinations under the supervision of a Certified Revenue Examiner (or a CPA) according to ALTIST Policy.

Applicants Signature: _____ Date: _____

Applicants Social Security # _____

Mail to: ALTIST Certified Revenue Examiners Program
Government & Economic Development Institute
213 Extension Hall
Auburn University AL 36849-5225

