

Schedule P

Attach to Form BCR, Buyer's Claim for Refund of Wisconsin State, County, and City Sales Taxes

This schedule details purchases on which Wisconsin sales tax was paid to the seller and a refund of the tax is being claimed from the Wisconsin Department of Revenue. **The buyer completes Sections 1 and 3 and has the seller complete Section 2.** Use a separate Schedule P for each seller. The seller returns Schedule P to the buyer and the buyer attaches Schedule P to Form BCR as documentation of the refund claim.

SECTION 1 – Buyer Information

Name		
Address		
City	State	Zip
Telephone Number (include area code) () –	Best time to call (weekdays, daytime hours)	
1. Period covered by this refund claim: From: _____ To: _____		
2. Total state, county, and city tax paid in error\$ _____ (Total of Column 11 from Section 3.) Include this amount in the total on line 3, Form BCR		

SECTION 2 – Seller Information

The above-named buyer has entered in Section 3 (on the back of this page) information concerning transactions for which they are claiming a refund of sales tax from the Department of Revenue. Please examine the information entered in Section 3 and, if you have **not** previously received or requested a refund of the sales tax listed in Column 11, complete Section 2 below and return this document to your customer.

Legal Name			Wisconsin Seller's Permit Number, Use Tax Number, or Tax Account Number
Business / Trade Name			
Business Address			Federal Employer's Identification Number
City	State	Zip	Telephone Number () –
<input type="checkbox"/> Check this box if any of the items listed in Section 3 do not qualify for a refund, identify which items do not qualify, and explain why not (for example, tax paid was not Wisconsin tax): _____ _____ _____ _____			
<i>I declare under penalties of law that I have read and examined this document and attest to the fact that the items listed in Section 3 were sold by me and that Wisconsin state sales tax and, where applicable, county and/or city tax, was charged and reported to the Wisconsin Department of Revenue. I have not requested and will not request a refund, taken credit on any sales tax return, been allowed credit, or given the buyer credit for any sales tax listed in Section 3 (Column 11). I further declare that I will not request a refund of tax for other sales to this purchaser for the periods in Section 1.</i>			
Print Seller's Name		Title	
Seller's Signature			Date

SECTION 3 – List of Purchases

List only those purchases for which you are claiming a refund.

Col. 1	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11
Description of Goods or Services Purchased	Reason Purchase Exempt	Purchase Date	Invoice Number	Date Paid	Purchase Price Claimed as Exempt	County Name (if applicable)	5% Wisconsin State Tax	0.5/0.9% County Tax	2% City Tax	Total Tax (add column 8, 9, 10)
TOTAL	Add amounts in Column 11 and enter here → and on line 2, Section 1, on the reverse side of this page									