



Request for Information Electronic Transmission Acknowledgement

City of Westminster
Department of Finance
Sales Tax Division

Please Type or Print Clearly

	Legal Name of Taxpayer:	
	Trade Name (if any):	City Account Number:

The City of Westminster Department of Finance collects and stores information about taxpayers and their activities. Certain tax information is confidential, and the City is committed to protecting it from unauthorized disclosure. The City uses electronic mail and facsimile transmissions in its course of business and believes that the use of these mediums is in keeping with its commitment. However, the City acknowledges that electronic mail and facsimile communications are not secure communications and, therefore, carry with them inherent risks. The City cannot ensure that information transmitted via these mediums will be disclosed exclusively to the intended recipient.

THIS REQUEST (hereafter the "Request") by the above-referenced taxpayer (hereafter the "Taxpayer"), requests that the City of Westminster (referred to herein as the "City") transmit tax information, confidential or otherwise, as follows:

1. Withdrawal Option:

- Taxpayer **DOES NOT** want the City to transmit the information requested herein electronically.

2. Information requested (check one):

- a. Any and all information including, but not limited to, any return, form, other document, or reproduction or transcript thereof.
- b. Any and all information which, in the opinion of the City, pertains to the audit numbered:_____.
- c. Only the specific information and documents set forth in Exhibit A attached hereto, incorporated into this Request by reference, labeled "EXHIBIT A TO ELECTRONIC TRANSMISSION Request", and listing the execution date written below.

3. Person(s) authorized to receive electronic transmissions on behalf of the Taxpayer (skip this section if withdrawal option elected):


Name	Facsimile Number	Electronic Mail Address

4. Expiration of Request (check one):

- a. This Request shall be effective from the date written below until rescinded in writing by the Taxpayer.
- b. This Request shall be effective from the date written below until the City gives written notice to the Taxpayer that the audit case listed in item 2b above is closed.
- c. This Request shall be effective from the date written below through _____.

5. Indemnification: The Taxpayer hereby agrees to indemnify and save the City, including its officers, employees, and agents, harmless against any and all liability, claims, suits, and costs resulting from the unauthorized receipt, access, review, disclosure, or distribution of information transmitted electronically pursuant to this Request whether or not resulting from any negligent act or omission by the City including, but not limited to, transmission to a facsimile number or electronic mail address other than listed herein.

WHEREFORE, the Taxpayer has caused this Request to be executed by its duly authorized officer on the date written below.

Taxpayer Signature	<i>If this Request is executed on behalf of a corporation, it must be signed by such officer of the corporation as is empowered, under the laws of the state in which the corporation is located, to sign for the corporation and by signing below, such officer attests that he/she has such authority.</i>		
		_____	_____
	Signature		Date
	_____	_____	_____
	Printed Name	Title	Phone No.