

## **AGREEMENT TO AUTHORIZE ELECTRONIC EXCHANGE OF TAX INFORMATION**

### **I. Background**

In the course of an audit the auditor will typically exchange information with a taxpayer or the taxpayer's representative (hereinafter referred to as "taxpayer"). A taxpayer may prefer to have certain information exchanged using e-mail, web sites, or other internet-based service (hereinafter referred to as "the electronic exchange of information").

### **II. Scope**

This Statement of Audit Procedure provides guidance to auditors on the proper procedures concerning the electronic exchange of information.

### **III. Procedure**

At the beginning of the audit, the auditor will advise the taxpayer of the procedures for the electronic exchange of information. A taxpayer requesting the electronic exchange of information must complete the AGREEMENT TO AUTHORIZE ELECTRONIC EXCHANGE OF TAX INFORMATION (attached). This Agreement states the rights and responsibilities of all parties in its entirety, and must be returned to the auditor, signed and notarized, before any information can be exchanged electronically.

In addition to outlining what the Agreement covers, the auditor will advise the taxpayer that any information that the Department of Finance ("DOF") received exclusively from the Internal Revenue Service and/or the New York State Department of Taxation and Finance is not covered by this Agreement and, thus, cannot be transmitted by DOF to the taxpayer.