



Paper Records Vs. Electronic Imaged Records

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Wyoming Department of Revenue

Many businesses are in the process of converting “paper” record keeping systems into an electronic imaging system for storage of information. For excise tax audit compliance purposes, the Wyoming Department of Audit has advised that electronic records are acceptable provided the following conditions are met:

What information must be converted to an electronic format?

The conversion must include all documentation to permit a credible audit. For instance, invoice numbers and documentation must be part of the scanned data. Moreover, at a minimum, the scanned documentation must contain essential invoice information such as location of the sale and/or shipping information, tax rates, tax amounts, exemption certificates, etc.

In short, all documentation necessary to establish a credible “paper” trail must be converted into the electronic imaging system, computers, etc. The company’s assistance in gathering the appropriate information may be needed in the event of an audit.

How long must records be kept for audit purposes?

Wyoming statutes require vendors to preserve their records for three (3) years. A good rule of thumb to follow is to retain the

current year and the previous three years. [W. S. 39-15-107(a)(ii)]

Supporting Authority:

W.S. 39-15-107(a)(ii)

Every vendor and person liable for the payment of sales tax under this article shall preserve for three (3) years at his principal place of business, suitable records and books as may be necessary to determine the amount of tax for which he is liable under this article, together with all invoices and books showing all merchandise purchased for resale. All records, books and invoices shall be available for examination by the department during regular business hours except as arranged by mutual consent;

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