

ADMINISTRATIVE SERVICES DIVISION

CONTACT INFORMATION

122 West 25th Street, Herschler Building, 2 Floor West, Cheyenne, Wyoming 82002-0110
Telephone: 307 777-5275
Facsimile: 307 777-5223
Web Page: <http://revenue.state.wy.us>

DIVISION FACTS

- The Division Operating Budget for BFY 2013-14 was \$1,771,338.
- The Division Expenditures for FY 2013 was \$764,413.
- The Division has 11 full time positions. Functions include:
 - Processing all mail received by the Department.
 - Preparing the daily deposit to the State Treasurer's Office for all tax revenue received.
 - Scanning and validating all tax returns into their appropriate systems.
 - Preparing and processing distributions of all taxes to proper accounts and entities.
 - Purchasing and inventory responsibilities.
 - Accounts payable responsibilities for the Department as a whole.
 - Administer the Property Tax Refund Program.

The Division deposited a total of \$1,752,256,824.47 in FY2013 and distributed sales/use/lodging tax monies to the cities, towns and counties within three days of the close of the business cycle.

2013 FISCAL / CALENDAR YEAR DATA

- Sales/use/lodging tax distributions in fiscal year 2013 amounted to \$946 million.
- Mineral tax distributions in fiscal year 2012 amounted to \$902 million.

DIVISION GOALS

- Deposit 99.5% of all dollars received on the day of receipt.
- Distribute sales/use/lodging tax money to cities, towns and counties within ten days of the close of the business cycle.