



Agency Records Disposition Schedule

Department: Department of Revenue

Section: Individual Income Tax

Division: Taxation

Sub-Section:

TITLE: Audits for Compliance

CUTOFF: EOSFY

DESCRIPTION: Audits of corporations for franchise tax compliance conducted by Department of Revenue Field Compliance staff. Records are listed by corporation number.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Original sent by Department of Revenue to Secretary of State.

DISPOSITION ACTION: Destroy

SERIES: 209

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Daily Deposit Report

CUTOFF: EOSFY

DESCRIPTION: Report showing total amount of dollars transmitted (daily, month to date, and adjustments). Report is used to input to the daily ledgers to track totals deposited for the year.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 204

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Franchise Tax Balance Due

CUTOFF: EOSFY

DESCRIPTION: Records documenting corporations designated as non-filers or forfeiture. The accounts are certified and sent to the Attorney General for collection of payment to Department of Revenue.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 202

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



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Department: Department of Revenue

Section: Individual Income Tax

Division: Taxation

Sub-Section:

TITLE: Franchise Tax Report

CUTOFF: EOSFY

DESCRIPTION: Reports submitted annually by corporations showing their financial condition, (Form FT1). Financial information is extracted from the franchise tax form (Form 1120 or 1120S), per 147.020 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 200

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012
