



**ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING**

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City of Mobile

ALTIST Certified Revenue Examiners Program – AUBURN UNIVERSITY - Drawer A – Center for Governmental Services – Auburn, Alabama 36849-5225

**EXPERIENCE /EDUCATION VERIFICATION FORM  
ALABAMA LOCAL TAX INSTITUTE OF STANDARDS AND TRAINING**

Name: \_\_\_\_\_ Soc. Sec #: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**CURRENT EMPLOYER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

***DIRECTIONS: Complete Part I or Part II***

**I. EDUCATION:** *(A certified transcript from the university or college must be submitted.)*

College or University Attended: \_\_\_\_\_

Location: \_\_\_\_\_

Degree: \_\_\_\_\_ Date Conferred: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

**II. GOVERNMENTAL EXAMINING EXPERIENCE AS DEFINED IN ALTIST POLICY #0302**

*(List most recent first)*

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates of Employment (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_

Describe Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates of Employment (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_

Describe Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Job Title: \_\_\_\_\_

Dates of Employment (Mo/Yr): From: \_\_\_\_\_ To: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_

Describe Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Add Additional Pages if Necessary

**ALTIST POLICY #0302 - Definition of Governmental Examining Experience**

- 1. Candidates must possess a general understanding of basic State and local tax laws, rules, and regulations covering sales, use, rental, lease, and licensing areas.**
- 2. Candidates must possess a demonstrated ability to interpret State and local tax laws, rules and regulations, and apply such to actual transactions and situations.**
- 3. Candidates must demonstrate an understanding of basic audit procedures in accordance with Generally Accepted Auditing Standards.**
- 4. Candidates should possess actual experience in reviewing and examining tax returns filed with respective taxing entity where they are employed.**
- 5. Experience working with Governmental Agencies, even agencies auditing sales tax records, without obtaining actual hands-on sales tax auditing experience, will not be considered an equitable fulfillment of the *Governmental Examination Experience* requirement. (i.e. two years employment at a clerical level would not constitute *Governmental Examining Experience*.)**

**SIGNATURES:**

***I certify that I am this applicant's audit supervisor. I have supervised, monitored, reviewed and signed off on all examinations and I am a Certified Revenue Examiner (or a CPA) according to ALTIST Policy.***

***Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_***

***I certify that I have been performing examinations under the supervision of a Certified Revenue Examiner (or a CPA) according to ALTIST Policy.***

***Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_***

***Applicants Social Security # \_\_\_\_\_***

Mail to: ALTIST Certified Revenue Examiners Program

Drawer A, Center for Governmental Services

2236

Haley Center

Auburn

University AL 36849-5225