

**STATE OF ARKANSAS  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

\* Or you may mail to:

**Nexus-Discovery Unit  
P.O. Box 3215  
Little Rock, AR 72203**

Business Name: \_\_\_\_\_ Federal ID #: \_\_\_\_\_

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

<b>Please answer the following questions.</b>				Yes	No
1.	Is the business currently filing tax returns with the Arkansas Department of Finance and Administration? If yes, what tax types? Sales <input type="checkbox"/> Use <input type="checkbox"/> Income <input type="checkbox"/> Withholding <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
2.	Has the business previously filed tax returns with the Arkansas Department of Finance and Administration? If yes, what tax types? Sales <input type="checkbox"/> Use <input type="checkbox"/> Income <input type="checkbox"/> Withholding <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
3.	Check filing status: C-Corp <input type="checkbox"/> Sub-S Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> LLC <input type="checkbox"/>				
4.	Write the appropriate filing numbers under the tax type:	Withholding	Sales / Use	Income	
	<b>Filing Number:</b>				
5.	Is the business a member of an affiliated group of corporations? If yes, does the business file a consolidated or combined return with Arkansas?			<input type="checkbox"/>	<input type="checkbox"/>
6.	Does the business participate in a partnership, as a general or limited partner, which has operations, conducts business or owns property in Arkansas?			<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the business own or lease real property in Arkansas?			<input type="checkbox"/>	<input type="checkbox"/>
8.	Does the business own or lease an office, agency, warehouse or other business locations in Arkansas?			<input type="checkbox"/>	<input type="checkbox"/>
9.	Does the business operate a mobile store in Arkansas?			<input type="checkbox"/>	<input type="checkbox"/>
10.	Does the business own or lease tangible personal property located in Arkansas?			<input type="checkbox"/>	<input type="checkbox"/>
11.	Does the business rent or lease tangible personal property to others who then use the property in Arkansas?			<input type="checkbox"/>	<input type="checkbox"/>
12.	Does the business license intangible personal property for use in Arkansas?			<input type="checkbox"/>	<input type="checkbox"/>
13.	Does the business maintain a security interest/mortgage in property until the contract price or amount borrowed has been paid?			<input type="checkbox"/>	<input type="checkbox"/>
14.	Does the business have any display merchandise in lease space in Arkansas?			<input type="checkbox"/>	<input type="checkbox"/>
15.	Does the business have any consigned stock of goods in Arkansas?			<input type="checkbox"/>	<input type="checkbox"/>
16.	Does the business have an Arkansas telephone number, a listing in an Arkansas telephone directory, or use an Arkansas telephone answering service?			<input type="checkbox"/>	<input type="checkbox"/>
17.	Does the business have employees working or residing in Arkansas If yes, do the Arkansas employees solicit orders for the sale of the following: Real Estate <input type="checkbox"/> Services <input type="checkbox"/> Tangible Personal Property <input type="checkbox"/> Intangible Property <input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
18.	Do employees investigate, recommend, or appoint potential dealers, agents, or distributors for the company in Arkansas?			<input type="checkbox"/>	<input type="checkbox"/>
19.	Does the business have agents, representatives, or independent contractors selling products in Arkansas? If yes, are they forbidden from selling or promoting competitor's products or services?			<input type="checkbox"/>	<input type="checkbox"/>
20.	Does the business have a standard form of written agreement with agents, representatives, or independent contractors? If yes, please provide a copy.			<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
21.	Do employees, agents, or representatives use their home in Arkansas for any of the following: As a business address <input type="checkbox"/> To receive business callers <input type="checkbox"/> To store inventory <input type="checkbox"/> To maintain books/records <input type="checkbox"/> To maintain company property <input type="checkbox"/>		
22.	Are employees, agents, or representatives reimbursed for telephone, fax, or office expenses?	<input type="checkbox"/>	<input type="checkbox"/>
23.	Are home telephone numbers of employees, agents, or representatives listed in local advertisements of the business?	<input type="checkbox"/>	<input type="checkbox"/>
24.	Do employees, agents, or sales representatives maintain a sample inventory in Arkansas? If yes, please state the average value.	<input type="checkbox"/>	<input type="checkbox"/>
25.	Do employees, agents, or representatives review merchandise inventories of customers or distributors in Arkansas?	<input type="checkbox"/>	<input type="checkbox"/>
26.	Do employees, agents, or representatives authorize credits, warranty adjustments, or repairs in Arkansas?	<input type="checkbox"/>	<input type="checkbox"/>
27.	Does the business have employees, agents, or representatives who perform any of the following activities in Arkansas:		
	a. Solicit orders with the authority to approve	<input type="checkbox"/>	<input type="checkbox"/>
	b. Solicit orders without the authority to approve	<input type="checkbox"/>	<input type="checkbox"/>
	c. Secure deposits on sales	<input type="checkbox"/>	<input type="checkbox"/>
	d. Engage in managerial or research activities	<input type="checkbox"/>	<input type="checkbox"/>
	e. Make collections on regular or delinquent accounts	<input type="checkbox"/>	<input type="checkbox"/>
	f. Repossess items or property of the business	<input type="checkbox"/>	<input type="checkbox"/>
	g. Offer technical assistance and training to purchasers of its products before or after the sale	<input type="checkbox"/>	<input type="checkbox"/>
	h. Repair, service, or replace faulty or damaged goods	<input type="checkbox"/>	<input type="checkbox"/>
	i. Install or assemble its products	<input type="checkbox"/>	<input type="checkbox"/>
	j. Visit customers or users of the business' products to determine customer or user satisfaction	<input type="checkbox"/>	<input type="checkbox"/>
	k. Inspect the installations of the business' products by its customers or users of its products	<input type="checkbox"/>	<input type="checkbox"/>
	l. Pick up or verify destruction or damaged or returned merchandise from customers or users of the business' products	<input type="checkbox"/>	<input type="checkbox"/>
	m. Coordinated delivery of merchandise whether or not special promotions are involved	<input type="checkbox"/>	<input type="checkbox"/>
	n. Distribute replacement parts	<input type="checkbox"/>	<input type="checkbox"/>
	o. Conduct credit investigations or arrange for credit and financing for purchasers of its product	<input type="checkbox"/>	<input type="checkbox"/>
	p. Rectify or assist in rectifying any product, credit, shipping, or similar complaint arising from the purchase or use of its products	<input type="checkbox"/>	<input type="checkbox"/>
	q. Service or maintain displays of its products	<input type="checkbox"/>	<input type="checkbox"/>
	r. Accept returned merchandise for customers	<input type="checkbox"/>	<input type="checkbox"/>
	s. Sells tangible personal property	<input type="checkbox"/>	<input type="checkbox"/>
	t. Make "on the spot" sales of company products	<input type="checkbox"/>	<input type="checkbox"/>
	u. Carry out engineering or design functions	<input type="checkbox"/>	<input type="checkbox"/>
	v. Advise customers or distributors as to minimum inventory levels, remove obsolete, damaged or outdated goods	<input type="checkbox"/>	<input type="checkbox"/>
	w. Process complaints	<input type="checkbox"/>	<input type="checkbox"/>
	x. Conduct lectures or training seminars	<input type="checkbox"/>	<input type="checkbox"/>
	y. Engage in research or testing activities	<input type="checkbox"/>	<input type="checkbox"/>
28.	Does the business provide sales or service manuals to customers, distributors, agents, or representatives?	<input type="checkbox"/>	<input type="checkbox"/>
29.	Does the business give approval to servicing distributors and dealers within Arkansas where customers can have products serviced or repaired?	<input type="checkbox"/>	<input type="checkbox"/>
30.	Does the business reserve the right of inspection of the customer's facilities or products after delivery?	<input type="checkbox"/>	<input type="checkbox"/>

		Yes	No
31.	Does the business provide intrastate or interstate communication service or equipment to Arkansas businesses or residents?	<input type="checkbox"/>	<input type="checkbox"/>
32.	Does the business advertise in Arkansas? If yes, please list the advertising media used.	<input type="checkbox"/>	<input type="checkbox"/>
33.	Does the business perform construction contracts in Arkansas?	<input type="checkbox"/>	<input type="checkbox"/>
34.	Does the business sell admissions to events in Arkansas?	<input type="checkbox"/>	<input type="checkbox"/>
35.	Does the business license computer software for use in Arkansas?	<input type="checkbox"/>	<input type="checkbox"/>
36.	Does the business provide, through employees, agents, representatives, or independent contractors any of the following services for Arkansas customers? Computer or data processing <input type="checkbox"/> Credit information or reporting <input type="checkbox"/> Business Analysis / Mgmt. Consulting <input type="checkbox"/> Employment or personnel <input type="checkbox"/> Interior design or decorating <input type="checkbox"/> Private investigation, protection, patrol, watchman <input type="checkbox"/>		
37.	Has the business ever executed contracts in Arkansas?	<input type="checkbox"/>	<input type="checkbox"/>
38.	Has your company sold warranty or service agreements to Arkansas customers?	<input type="checkbox"/>	<input type="checkbox"/>
39.	Does the company use its own vehicles for deliveries into the State of Arkansas?	<input type="checkbox"/>	<input type="checkbox"/>
40.	During the last six years, what were your primary Arkansas business activities? Please attach requested information.		
41.	Is the business or its' affiliated companies involved in offering vehicle loans, personal loans, mortgages or credit cards to Arkansas residents? If yes, please list the names of the companies, their corresponding federal I.D. numbers, their income tax filing status with Arkansas, a brief description of their business activities in Arkansas and the date this business activity began in Arkansas if less than 6 years. Attach additional pages in which to document requested information.	<input type="checkbox"/>	<input type="checkbox"/>
42.	Does the business or its' affiliate companies own the credit cards that have been issued to the Arkansas residents?	<input type="checkbox"/>	<input type="checkbox"/>
43.	Does the business offer savings accounts or certificates of deposit to residents of Arkansas?	<input type="checkbox"/>	<input type="checkbox"/>
44.	Does the business have employees, agents, or representatives who investigate delinquent account holders in the State of Arkansas?	<input type="checkbox"/>	<input type="checkbox"/>
45.	Has the business ever filed a lawsuit in the Arkansas court system? If yes, please explain and provide information as to dates, plaintiffs and defendants, cause and result of lawsuit, and what court system was used and where. Attach additional pages in which to document requested information.	<input type="checkbox"/>	<input type="checkbox"/>
46.	Does the business regularly market their products or services to Arkansas residents? If yes, please describe the marketing method and give the start date if it has been going on in Arkansas less than 6 years. Attach additional pages in which to document requested information.	<input type="checkbox"/>	<input type="checkbox"/>

Name of Person Completing Questionnaire: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_