

**GENERAL INSTRUCTIONS FOR COMPLETING FORM 13-88
NOTICE OF INTENT TO APPLY FOR SALES AND/OR USE TAX REFUND
FOR A MOTION PICTURE OR TELEVISION PRODUCTION COMPANY**

The production companies will file the following documentation for any refund claim:

1. Invoices indicating the amount of state and local sales and/or use tax paid.
2. Affidavit of each vendor that state and local sales and/or use tax to be billed has not been audited, rebated, or refunded to the qualified production company, but rather, the tax charged has been collected by the vendor and remitted to the Oklahoma Tax Commission.

All documentation must be filed within 60 days after the completion of the filming.

SPECIFIC INSTRUCTIONS FOR COMPLETING FORM 13-88

1. Check how the business is owned.
2. Enter the name of your motion picture or television production company.
3. Ownership Information:
Individual - Enter your name (last, first, and middle initial)
Partnership - Enter the names of the partners.
Corporation - Enter the corporate name as it appears on your articles of incorporation.
Limited Liability Companies - Enter the name(s) of the managing member(s)
4. Enter the mailing address.
5. Enter phone number of the business.
6. Enter the location of the representative responsible for expenditure records.
7. Enter the name and phone number of the contact person.
8. Enter the federal employer identification number.
9. List projected filming dates in Oklahoma.
10. List total estimated taxable production expenditures.
11. Sign, date, and enter the title of authorized representative signing the application.

For assistance, please call the
Oklahoma Tax Commission at, (405) 521-3274