



## COUNTY COMMISSION BALDWIN COUNTY

312 Courthouse Square, Suite 12  
Bay Minette, Alabama 36507  
(251) 937-0264 Main  
(251) 580-2500 Fax

[www.baldwincountyal.gov](http://www.baldwincountyal.gov)

January 27, 2020

Anu Gary  
Administrative Services Manager  
[agary@baldwincountyal.gov](mailto:agary@baldwincountyal.gov)  
(251) 580-2564

Monica English  
Assistant Administrative Services Manager  
[mtaylor@baldwincountyal.gov](mailto:mtaylor@baldwincountyal.gov)  
(251) 580-1696

The Honorable Teddy J. Faust, Jr.  
Revenue Commissioner  
Baldwin County, Alabama  
Post Office Box 1389  
Bay Minette, Alabama 36507

**RE: Renewal of Reciprocal Agreement between Baldwin County, Alabama and the Revenue Commission of Baldwin County - Exchange of Tax Returns and Information**

Dear Revenue Commissioner Faust:

Please find enclosed a **fully executed copy** of the *Reciprocal Agreement* approved during the December 17, 2019, Baldwin County Commission meeting, between Baldwin County, Alabama and the Revenue Commission, related to the cooperative exchange of information between the governmental agencies. The *Agreement* became effective on December 17, 2019, for a period of three (3) years and automatically renews annually thereafter. Either party may terminate the *Agreement*, with or without cause or reason, by giving thirty (30) days written notice of such termination to the other party.

If you have any questions or need further assistance, please do not hesitate to contact Ron Cink, Budget Director, at (251) 580-1646.

Sincerely,

MONICA ENGLISH  
Assistant Administrative Services Manager  
Baldwin County Commission

ME/vk Item BE18

cc: Ron Cink  
Heather Gwynn  
Debbie West

ENCLOSURE(S)

**RECIPROCAL AGREEMENT BETWEEN BALDWIN COUNTY, ALABAMA, AND  
REVENUE COMMISSION OF BALDWIN COUNTY  
PROVIDING FOR THE EXCHANGE OF TAX RETURNS AND INFORMATION**

**I. AUTHORITY**

This Reciprocal Agreement Providing for the Exchange of Tax Returns and Information (the "Agreement") is made between Baldwin County, Alabama, a political subdivision of the State of Alabama, by and through the Baldwin County Commission, and the Revenue Commission of Baldwin County through their duly authorized representatives, pursuant to the Code of Alabama 1975 § 40-2A-10, as amended.

**II. PURPOSE**

The parties agree to exchange tax returns and/or information under the terms and conditions described herein, subject to all applicable laws, rules and regulations, as the same may be amended from time to time. It is understood and agreed that all information in any form whatsoever exchanged shall be employed solely by the parties for the purposes of tax administration. It is understood that tax administration purposes are collecting taxes due, ascertaining the amount of taxes due from any person, and determining whether a person is liable for, or whether there is probable cause for believing a person might be liable for, the payment of any tax to a federal, state, county, municipal, or foreign government agency.

**III. DEFINITIONS**

Party: Baldwin County, Alabama, or the Revenue Commission of Baldwin County.

Return: Any tax application, tax or information return or report, declaration of estimated tax, claim or petition of refund or credit, or petition for reassessment or protest that is required by, or provided for, or permitted, under the provisions of the tax laws.

Return Information: A taxpayer's identity with physical and mailing addresses, FEIN or Social Security Number, the nature, source or amount of income, gains, losses, formulary apportionments facts, payments, receipts, deductions, exemptions, credits, assets, liabilities, net worth, tax liability, deficiencies, over assessments, or tax payments, whether the taxpayer's return was, is being, or will be, examined or subject to other investigation for processing; or any other data received, recorded by, prepared by, furnished to, or collected by the parties with respect to a tax return or with respect to the determination of the existence, or possible existence of liability (or the amount thereof), or by any person under the laws of either party for administration, collection or enforcement of the tax laws of each party's respective governmental unit, including additions to tax, penalty, interest, fine, or other imposition, or offense. "Return Information" does not include, however, data in a form which cannot be associated with, or otherwise identify, directly or indirectly, with a particular taxpayer.  
For the purposes of sales and use tax, "return information" shall also include whether the taxpayer is authorized to use a direct pay permit and any information

related thereto and the names of the customers and any other relevant information related to specific sales and use tax transactions.

#### **IV. SCOPE OF INFORMATION SUBJECT TO REQUEST**

This Agreement shall apply to all tax applications, tax returns and/or return information received or collected by either party.

Neither party will be required to audit a taxpayer at the request of the other party.

Each party agrees not to charge the other for the costs of routine reproduction of returns and information which is mutually exchanged. The providing party may charge a reasonable fee for furnishing tax returns and/or return information in electronic file transmittal or other nonroutine circumstances. Such costs shall be agreed upon by both parties before such costs are incurred.

#### **V. CONFIDENTIALITY OF EXCHANGED INFORMATION**

Each party agrees that no tax return and/or return information obtained pursuant to this Agreement shall be disclosed in any manner other than as is authorized by the laws concerning confidentiality of tax information.

Nothing herein shall be construed so as to prohibit disclosure of any information obtained by virtue of this Agreement by either party to the party's proper legal representatives for use in administrative, civil or criminal proceedings concerning tax administration purposes.

#### **VI. PROCEDURE**

Tax returns and/or return information may be exchanged upon request or voluntarily transmitted where the providing party believes that such information will be useful to the other party for tax administration purposes.

- A. Requests for information shall be in writing or by verifiable electronic means and must indicate the tax administration reason for the exchange.
- B. Each request shall also specify, to the extent such information is known and available, the following:
  - (1) the name and address of each taxpayer for whom tax returns and/or return information is requested;
  - (2) the taxable period or periods for which information is desired and requested;
  - (3) the taxpayer's social security number and/or federal identification number, if available; and
  - (4) any other information which may help facilitate the exchange.

- C. Each party agrees to furnish the other a list showing the names and official titles of all personnel authorized to request, receive, and/or disclose information under this Agreement and to keep the list current by periodic updates.

**VII. COMMENCEMENT/TERMINATION OF AGREEMENT**

This Agreement shall become effective on December 17, 2019, and shall be in effect for a period of three (3) years. Upon the expiration of the initial term, this Agreement shall automatically renew for one year term on an annual basis, unless and until one of the parties elects to terminate the Agreement as set forth below.

Additions and changes in the provisions of this Agreement may be made by mutual written consent of the proper officials of the parties and shall become an attachment to this Agreement.

Both parties acknowledge that this Agreement is subject to statutory amendments. Both parties agree to promptly inform each other of any proposed changes in their respective tax confidentiality laws. In the event that the laws of either party which relate to this Agreement are repealed or substantially amended, the other party may suspend or terminate this Agreement upon written notice.

Any unauthorized use or disclosure of information obtained by virtue of this Agreement shall constitute grounds for either party to terminate this Agreement immediately upon the mailing of written notice to the other party. Notwithstanding the foregoing, either party may terminate this agreement, with or without cause or reason, by giving thirty (30) days written notice of such termination to the other party.

APPROVED:

REVENUE COMMISSION,  
BALDWIN COUNTY

  
Teddy J. Faust  
11/15/20  
Date

BALDWIN COUNTY COMMISSION

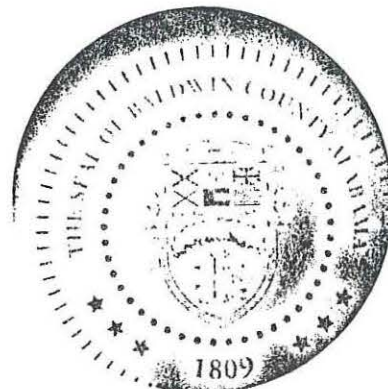
  
Billie Jo Underwood, Chairman  
11/21/20  
Date

ATTEST:

  
Susan B. Hill  
11/15/20  
Date

ATTEST:

  
Wayne Dyess, County Administrator  
11/21/20  
Date



STATE OF ALABAMA

COUNTY OF BALDWIN

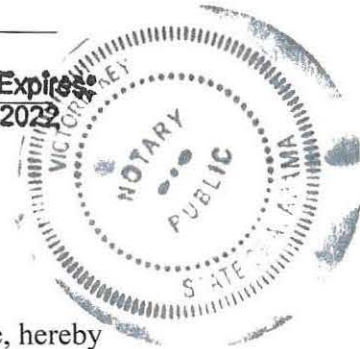
I Victoria Key, a Notary Public, in and for said County in said State, hereby certify that BILLIE JO UNDERWOOD, as Chairman of the Baldwin County Commission, and WAYNE DYESS, as County Administrator of the Baldwin County Commission, whose names are signed to the foregoing instrument and who are known to me, acknowledged before me and on this day that, being informed of the contents of said instrument, they, as such Chairman and County Administrator of the Baldwin County Commission, and with full authority, executed the same voluntarily on the day the same bears date for and as an act of said Baldwin County Commission.

Given under my hand and seal this the 21<sup>st</sup> day of January, 2019. 2020.

Victoria Key

Notary Public, Baldwin County, Alabama

My Commission expires: September 7, 2022



STATE OF ALABAMA

COUNTY OF BALDWIN

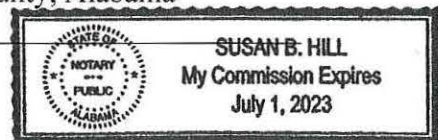
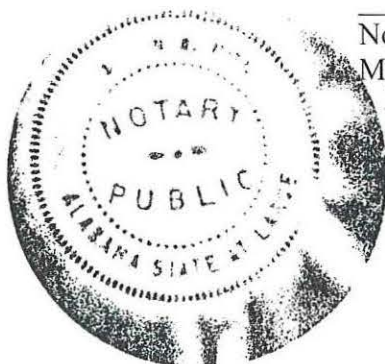
I Susan B. Hill, a Notary Public, in and for said County in said State, hereby certify that TEDDY J. FAUST, as Revenue Commissioner of the Revenue Commission of Baldwin County, and SUSAN HILL, as Chief Administrative Assistant of the Revenue Commission of Baldwin County, whose names are signed to the foregoing instrument and who are known to me, acknowledged before me and on this day that, being informed of the contents of said instrument, they, as such Revenue Commissioner and Chief Administrative Assistant of the Revenue Commission of Baldwin County, and with full authority, executed the same voluntarily on the day the same bears date for and as an act of said Revenue Commission of Baldwin County.

Given under my hand and seal this the 15<sup>th</sup> day of January, 2019. 2020.

Susan B. Hill

Notary Public, Baldwin County, Alabama

My Commission expires:



**Attachment to the Agreement Between the  
Revenue Commission and Baldwin County  
Providing for the Exchange of Tax Returns and Information**

**December 17, 2019**

**Baldwin County Commission**

312 Courthouse Square, Suite 12  
Bay Minette, AL

**Budget, Purchasing & Grants Department**

Ronald J. Cink, Budget Director

**Finance and Accounting Department**

Cian Harrison, Clerk/Treasurer

**Sales & Use Tax / License Inspection Department**

P O Box 189  
Robertsdale, AL 36567

Heather Gwynn, Sales & Use Tax Coordinator  
Susan McCaw, Senior Revenue Clerk  
Jerry Green, Audit Compliance Officer  
Amber Riley, Audit Compliance Officer  
Marcia Ward, Audit Compliance Officer  
Debbie West, Audit Compliance Officer

Sharon Hunt, Chief Deputy License Inspector  
Dana Long, Deputy License Inspector II  
Susanne Spears, Deputy License Inspector II  
Ebony Yelding, Deputy License Inspector I

**Revenue Commission**

P O Box 1549  
Bay Minette, AL 367507

Honorable Teddy J. Faust, Revenue Commissioner  
Walt Lindsey, Chief Appraiser  
Candice Dominy, Real Property Appraisal Supervisor  
Lee Ann Raley, Assistant Administrator of Personal Property  
Sonia Hicks, Personal Property Appraiser