

A standard compliance review examines business records and customer files to assess that procedures used by dealership personnel and policy decisions made by management are in compliance with the respective laws and regulations.

SALES PROCESS REVIEW

Examines many elements relevant to the sales process of a vehicle and common licensure requirements.

Items reviewed but not limited to:

- ⇒ Attorney General Regulation;
- ⇒ FTC Requirements;
- ⇒ Department of Banking Issues;
- ⇒ PennDOT Requirements; and
- ⇒ Required Customer Disclosures.

PRIVACY, SAFEGUARDING & RED FLAGS (IDENTITY THEFT PREVENTION)

Bring your Dealership into Compliance with the FTC Red Flags Rule and Safeguarding procedures. Common items reviewed but not limited to:

- ⇒ Safeguarding Manual, Policies and Procedures;
- ⇒ Red Flags Policies and Procedures;
- ⇒ Employee Training Compliance; and
- ⇒ Document Disposal Requirements.

**LET PAA HELP ELIMINATE POTENTIAL FINES
WHERE AN AUDITOR MAY FIND THE
DEALERSHIP IN NON-COMPLIANCE**

8300 CASH REPORTING

Reviews dealership records to determine compliance with the IRS cash reporting requirements. The review evaluates:

- ⇒ Proper Reporting Requirements;
- ⇒ Training Procedures; and
- ⇒ Appropriate Notification Requirements.

SALES & USE TAX

Examines the dealership records regarding sales and use tax reporting to the Pennsylvania Department of Revenue and minimizes the financial impact when audited. PAA will cover:

- ⇒ Use Tax Requirements;
- ⇒ Overview of PA Sales Tax;
- ⇒ Specific Sales Tax Transactions; and
- ⇒ Exemption Certificates.

Compliance Reviews can be arranged for a half day or full day. Cost to the dealership is dependent on the length of each review and number of reviews and/or rooftops.

For additional information, pricing structure or to schedule reviews, contact Becky Ross at 1-800-242-3745 ext. 3319.