

**BEFORE THE WEST VIRGINIA OFFICE OF TAX APPEALS**

**SUBPOENA/SUBPOENA DUCES TECUM**

\_\_\_\_\_ Petitioner,

v.

**Docket No.:** \_\_\_\_\_

W. Va. State Tax Department, Respondent

**TO:** [If the list of the persons/entities subpoenaed is too numerous to fit in this area, type ASee Attached List@ and attach list, titled APersons/Entities Subpoenaed@.]

**YOU ARE HEREBY COMMANDED** [mark all that apply]

\_\_\_\_\_ to appear in the Office of Tax Appeals at the place, date and time specified below to

\_\_\_\_\_ testify in the taking of a deposition in the above-styled case; or

\_\_\_\_\_ testify in a hearing in the above-styled case.

\_\_\_\_\_ to produce and permit inspection of and copying of designated books, documents or tangible things in your possession, custody or control, as follows:

[If the number of items is too numerous to fit in this area, type ASee Attached List- Production/Inspection@ and attach list, titled AProduction/Inspection@.]

\_\_\_\_\_ to permit inspection of premises located at place, date and time specified below.

Place of Appearance/Inspection:

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

Date of Appearance/Inspection:

\_\_\_\_\_ AM / PM

Time of Appearance/Inspection:

\_\_\_\_\_ AM / PM

Issued by:

\_\_\_\_\_

Please type or print the name and office address of person requesting this subpoena

\_\_\_\_\_

Title \_\_\_\_\_

Signature: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_

Signature: \_\_\_\_\_

Bar Identification No: \_\_\_\_\_

(if applicable)

