NOTICE NINJA

Private Equity Compliance Audit

Is your tax compliance process centralized, automated, and audit-ready?

Managing notices, refunds, and filings across a portfolio of entities is complex—and often fragmented. Use this checklist to evaluate your current compliance operations and uncover opportunities to reduce risk and streamline workflows across the fund.

Entity Oversight & Centralization

- ☐ Do you have a centralized system to track tax notices?
- ☐ Can you instantly identify your outstanding liabilities by jurisdiction and / or entity?
- ☐ Is Entity management data current, complete, and easily accessible?
- ☐ Are power of attorney (POA) documetns stored and managed In one place?

Tax Notice Management

- ☐ Are tax and compliance notices scanned In digitally and assigned automatically?
- ☐ Is there an Automatic Workflow to ensure timely resolution and escalation?
- ☐ Can you see which service provider or Internal team member is responsible for each task?
- ☐ Is there a deadline tracking system with alerts and audits?

Refund Check Management

- ☐ Can you track and match refund checks to their corresponding notices or payments?
- ☐ Are overpayments and carryforwards being Identified and managed systematically?
- ☐ Do you have visibility Into whether a refund check should be cashed or held?
- ☐ Are expirations dates, status, and cash flow timing for refunds being trackes?
- ☐ Can your team respond quickly to refund-related agency Inquiries?

Audit Readiness & Risk Management

- ☐ Can you produce an audit trail for all notices, refund checks, deadlines, and responses?
- ☐ Have there been missed deadlines, penalties, or liens in the past 12 months?
- ☐ Are compliance processes standardized across all portfolio companies?

Performance & ROI Tracking

- ☐ Do you have KPI's In place to track notice resolution time and team workload?
- ☐ Can you calculate the cost of manual handling vs. automated resolution?
- ☐ Is there reporting by tax type, agency, region, or entity group?

How'd you do?

18-20 points: You are on top of It, but automation could still save time.

12-17 points: Gaps exist. Visibility and consistency may be at risk.

> 12 points: Your team may be exposed to penalities, duplication, or delays.