

Audit Trail Entry Form

(Tax Compliance Subset)

Entry Date & Time

Entered By

User Role

Transaction/Record ID

Action Type

Tax Period

Details of Change / Action

Describe the exact change or action

Reason / Justification

Origin IP Address

Device / System Details

- Each entry must be completed at the time of the action for accuracy.
- Ensure all changes relevant to tax records are recorded for traceability.
- Do not leave required fields blank as this may violate compliance standards.
- Regular reviews of audit trails are recommended for continuous compliance.
- Access to audit trail forms should be restricted to authorized personnel only.