

CORPORATE SALES AND USE TAX RECONCILIATION

Reconciliation Template

Company Name: _____	Tax Period: _____
FEIN: _____	State/Jurisdiction: _____
Prepared By: _____	Date Prepared: _____

RECONCILIATION LINE ITEM	GENERAL LEDGER (G/L) AMOUNT	TAX RETURN AMOUNT	VARIANCE
PART 1: GROSS REVENUE RECONCILIATION			
Gross Sales / Revenue			
Services (Non-Taxable)			
Other Exempt Sales			
Total Taxable Sales			
PART 2: SALES TAX LIABILITY RECONCILIATION			
Sales Tax Collected / Accrued			
Adjustments / Discounts			
Net Sales Tax Payable			
PART 3: USE TAX RECONCILIATION (PURCHASES SUBJECT TO USE TAX)			
Capital Assets Purchases			
Expense Items / Materials			
Total Use Tax Payable			
PART 4: TOTAL TAX DUE SUMMARY			
Total Sales Tax (From Part 2)			
Total Use Tax (From Part 3)			
Grand Total Tax Liability			

Variance Explanations: _____

Prepared By: _____	Approved By: _____
Date: _____	Date: _____