QUARTERLY STATE SALES TAX RETURN

Worksheet & Record of Payment

BUSINESS NAME:

ADDRESS:

CITY/STATE/ZIP:

TAXPAYER ID NUMBER:

REPORTING PERIOD:

DUE DATE:

STEP 1: GROSS SALES & DEDUCTIONS		
LINE	**DESCRIPTION OF TRANSACTION**	**AMOUNT**
1	Gross Sales / Receipts	
2	Sales to Out-of-State Buyers (Exempt)	
3	Other Exempt Sales / Sales for Resale	
4	Total Deductions (Add Line 2 and Line 3)	
5	**Net Taxable Sales** (Subtract Line 4 from Line 1)	

STEP 2: TAX CALCULATION		
LINE	**TAX COMPUTATION**	**AMOUNT**
6	State Sales Tax Due (Multiply Line 5 by State Tax Rate: _____ %)	
7	Local / District Sales Tax Due (If applicable)	
8	**Total Tax Due** (Add Line 6 and Line 7)	

STEP 3: ADJUSTMENTS & FINAL PAYMENT		
LINE	**ADJUSTMENTS**	**AMOUNT**
9	Discount / Collection Allowance (If applicable)	
10	Penalty (For late filing, if applicable)	
11	Interest (For late payment, if applicable)	
12	**Total Amount Due / Remitted** (Line 8 minus Line 9 plus Lines 10 and 11)	

I declare under penalties of perjury that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return.

AUTHORIZED SIGNATURE:

TITLE:
DATE:

PHONE: