

SALES TAX ACCOUNT RECONCILIATION

Statement of Tax Account Status

Company Name:

Reconciliation

Period:

G/L Account

Number:

Prepared By:

G/L Account

Name:

Reviewed By:

Tax Jurisdiction:

Date Prepared:

DESCRIPTION

AMOUNT

1. General Ledger Balance

Ending G/L Balance (as of Period End)

2. Sales Tax Reports Balance

Gross Sales per Tax Report

Non-Taxable/Exempt Sales

Taxable Sales per Tax Report

Total Calculated Sales Tax Liability (per Report)

3. Reconciling Items (Adjustments)

Timing Differences (Specify):

Unrecorded Sales / Exemptions (Specify):

Out-of-Period Adjustments:

Other Adjustments (Specify):

Total Adjustments

4. Reconciliation Summary

Adjusted General Ledger Balance

Adjusted Tax Report Balance

Unreconciled Variance

Preparer Signature

Reviewer Signature

Date

Date