

STANDARD CORPORATE SALES AND USE TAX RETURN

Worksheet / Filing Template

CORPORATE NAME

FILING PERIOD

FEDERAL EIN

DUE DATE

STATE TAX ACCOUNT NUMBER

AMENDED RETURN?

LINE	TAX COMPUTATION BREAKDOWN	AMOUNT (\$)
PART I: SALES TAX COMPUTATION		
1	Gross Sales / Receipts	
2	Less: Deductions / Exempt Sales (Resale, Government, etc.)	
3	Net Taxable Sales (Subtract Line 2 from Line 1)	
4	Sales Tax Rate (%)	
5	Gross Sales Tax Due (Multiply Line 3 by Line 4)	
PART II: USE TAX COMPUTATION (PURCHASES SUBJECT TO USE TAX)		
6	Taxable Purchases (Goods/Services used internally without payment of sales tax)	
7	Use Tax Rate (%)	
8	Gross Use Tax Due (Multiply Line 6 by Line 7)	
PART III: TOTAL TAX AND ADJUSTMENTS		
9	Total Tax Due Before Adjustments (Add Line 5 and Line 8)	
10	Less: Prepayments or Prior Credits Applied	
11	Plus: Interest and Penalty (if applicable)	
12	Total Amount Owed / Refund Due (Line 9 minus Line 10 plus Line 11)	

CORPORATE OFFICER DECLARATION

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

AUTHORIZED SIGNATURE

PRINTED NAME

TITLE

DATE

PHONE

EMAIL

Filing Instructions: Use this worksheet to calculate and organize your sales and use tax liability prior to submitting data online or via physical filing. Ensure all supplemental documentation (sales ledgers, exemption certificates, purchase invoices) is maintained in your corporate records for audit verification purposes.