

ANNUAL TAXABLE SALES RETURN

Spreadsheet & Template

TAXPAYER NAME:

TAX YEAR:

TIN / REG NO:

REPORTING
PERIOD:

ADDRESS:

EMAIL / PHONE:

REPORTING PERIOD	GROSS SALES	EXEMPT / NON-TAXABLE SALES	NET TAXABLE SALES	TAX RATE (%)	TAX DUE
1st Quarter					
2nd Quarter					
3rd Quarter					
4th Quarter					
Total Annual Figures					

TAX RECONCILIATION & ADJUSTMENTS	
Total Annual Tax Due	
Less: Tax Credits / Prepayments	
Plus: Penalties / Interest (if applicable)	
Net Tax Payable / (Refundable)	

DECLARATION AND AUTHORIZATION

Authorized
Representative:

Date:

Signature:

Title:
