

OUT-OF-STATE RETURN PROCESSING FORM

Sales Tax Exemption & Interstate Commerce Return Record

ORIGINAL SALES INFORMATION

ORIGINAL INVOICE / RECEIPT NO.

ORIGINAL SALE DATE

RETURN PROCESSING DATE

ORIGIN STATE (SELLER)

DESTINATION STATE (BUYER)

SALES REPRESENTATIVE

CUSTOMER & SHIPPING DETAILS

CUSTOMER NAME / BUSINESS NAME

CONTACT PHONE / EMAIL

ORIGINAL OUT-OF-STATE DELIVERY ADDRESS

SHIPPING CARRIER

ORIGINAL TRACKING / BILL OF LADING NO.

METHOD OF RETURN SHIPMENT

REASON FOR RETURN

- Interstate Tax Exemption Discrepancy
- Delivery Refused at Destination State
- Damaged in Transit (Out-of-State Carrier)
- Product/Order Discrepancy
- Customer Order Cancellation
- Other (Specify in Comments below)

ITEMIZED RETURN DETAILS

ITEM NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL AMOUNT

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FINANCIAL & OUT-OF-STATE TAX RECONCILIATION

SUBTOTAL (EXCLUDING TAX)

OUT-OF-STATE SALES TAX CHARGED

RESTOCKING / PROCESSING FEE (IF APPLICABLE)

TOTAL REFUNDED AMOUNT

TAX JURISDICTION CREDITED (STATE/COUNTY/CITY)

REFUND METHOD (E.G., CREDIT CARD, CHECK, ACH)

TAX DEPARTMENT AUDIT NOTES / COMMENTS

PREPARED BY (INVENTORY/SALES CLERK)

DATE

ID NO.

APPROVED BY (TAX/FINANCIAL MANAGER)

DATE

ID NO.
