

# RETAIL SALES AND USE TAX RETURN

Department of Revenue

TAXPAYER NAME

ADDRESS

CITY, STATE, ZIP

TAX REGISTRATION NUMBER

FLING PERIOD (MM/YYYY)

DUE DATE

## STEP 1: GROSS RECEIPTS & PURCHASES SUBJECT TO USE TAX

Line	Transaction Type	Amount
1	Gross Sales of Tangible Personal Property & Services	
2	Purchases Subject to Use Tax (No tax paid to seller)	
3	<b>Total Gross Amount</b> (Add Line 1 and Line 2)	

## STEP 2: DEDUCTIONS & ALLOWABLE EXEMPTIONS

Line	Deduction Type	Amount
4	Sales to Other Registered Dealers for Resale	
5	Sales to Exempt Organizations (Government, Non-Profit)	
6	Sales Delivered Outside of the Jurisdiction	
7	Other Allowable Deductions (Attach Schedule)	
8	<b>Total Deductions</b> (Add Lines 4 through 7)	

## STEP 3: TAX CALCULATION

Line	Calculation	Amount
9	<b>Net Taxable Amount</b> (Line 3 minus Line 8)	
10	Tax Rate %	

Line	Calculation	Amount
11	<b>Gross Tax Due</b> (Multiply Line 9 by Line 10)	
12	Penalty (If filed or paid late)	
13	Interest (If filed or paid late)	
14	<b>Total Amount Due</b> (Add Lines 11, 12, and 13)	

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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 true, correct, and complete.

**AUTHORIZED SIGNATURE**

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**TITLE**

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**DATE**

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Make checks payable to Department of Revenue. File and pay on or before the due date to avoid interest and penalty.