

GROSS SALES RETURN

Business Reporting Statement

Business Name:

Tax ID / EIN:

Address:

Reporting Period:

Date Prepared:

Phone / Email:

Description of Sales & Revenue	Amount (\$)
1. Gross Sales / Receipts	
a. Cash Sales	
b. Credit / Account Sales	
c. Other Sales / Revenues	
2. Less: Sales Returns	
3. Less: Sales Allowances & Discounts	
4. Total Net Sales (Line 1 minus Line 2 & 3)	
5. Applicable Sales Tax collected	
6. Total Amount Payable / Reported	

Prepared By (Signature)

Name & Title

Authorized Signature

Date