INTRASTATE REFUND REQUEST

Return Template for Intrastate Sales & Local Tax Adjustments

1. SELLER & STATE INFORMATION

SELLER / COMPANY NAME _____

STATE OF JURISDICTION (INTRASTATE) _____

SELLER STATE TAX ID / PERMIT NUMBER _____

STORE / BRANCH LOCATION _____

2. CUSTOMER & ORIGINAL TRANSACTION DETAILS

CUSTOMER NAME _____

CUSTOMER ACCOUNT NUMBER _____

ORIGINAL INVOICE NUMBER _____

ORIGINAL TRANSACTION DATE _____

RETURN / REFUND REQUEST DATE _____

3. ITEMIZED RETURN DETAILS

ITEM DESCRIPTION / SKU	QTY	UNIT PRICE	INTRASTATE TAX RATE (%)	REFUND SUBTOTAL
			Subtotal Return Amount:	
			Refunded Intrastate State Tax:	
			Refunded Local / District Tax:	
			TOTAL REFUND AMOUNT:	

4. REASON FOR RETURN / REFUND

_____

CUSTOMER SIGNATURE

DATE _____

AUTHORIZED STORE REPRESENTATIVE

DATE _____

This transaction is documented in compliance with local and state intrastate sales tax regulations. Both parties retain a copy of this document for state tax audit purposes.