DISTRICT SALES TAX RETURN

Reporting Template

TAXPAYER LEGAL NAME	TAXPAYER ACCOUNT / LICENSE NUMBER
MAILING ADDRESS	REPORTING PERIOD (MONTH/QUARTER & YEAR)
CITY, STATE, ZIP CODE	DUE DATE

PART 1: GROSS & EXEMPT SALES		
LINE	**TRANSACTION CATEGORY**	**AMOUNT**
1	Gross Sales of Tangible Personal Property & Services	
2	Less: Deductions / Exempt Sales (Fully Itemized in Records)	
3	**Total Taxable Sales** (Line 1 minus Line 2)	

PART 2: DISTRICT TAX CALCULATION			
DISTRICT NAME / CODE	**TAXABLE AMOUNT**	**TAX RATE**	**TAX DUE**
4. Total District Tax Due (Sum of all Tax Due columns above)			

PART 3: ADJUSTMENTS, PENALTIES & INTEREST		
5	Penalty (For late filing or payment)	
6	Interest (Calculated on unpaid tax amount)	
7	Adjustments (Specify: _____)	
8	**Total Amount Due with Return** (Sum of Lines 4, 5, 6, and 7)	

TAXPAYER DECLARATION & SIGNATURE

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete.

AUTHORIZED SIGNATURE	TITLE	DATE
PRINTED NAME	PHONE NUMBER	EMAIL ADDRESS