

Sales Tax Return

TAXPAYER NAME _____
TAX REGISTRATION NUMBER / FEIN _____
REPORTING PERIOD (MONTH/QUARTER & YEAR) _____
DUE DATE _____

STEP 1: GROSS SALES & DEDUCTIONS

LINE	DESCRIPTION	AMOUNT
1	Gross Sales of Tangible Personal Property & Services	
2	Nontaxable / Exempt Sales (Included in Line 1)	
3	Net Taxable Sales (Line 1 minus Line 2)	

STEP 2: TAX CALCULATION

LINE	TAX JURISDICTION / CATEGORY	TAXABLE AMOUNT	RATE	TAX DUE
4				
5				
6				
7	Total Tax Due (Sum of Lines 4, 5, and 6)			

STEP 3: ADJUSTMENTS & PAYMENTS

LINE	DESCRIPTION	AMOUNT
8	Excess Tax Collected	
9	Prepayments / Credits	
10	Penalty and Interest (If applicable)	
11	Total Amount Due / (Overpayment) (Line 7 plus Line 8, minus Line 9, plus Line 10)	

I declare under penalty of perjury that I have examined this return, and to the best of my knowledge and belief, it is true, correct, and complete.

AUTHORIZED SIGNATURE _____

TITLE

DATE