

Seller's Monthly Sales Tax Return • Due on or before 15th each month.

Name: _____ For Month Ending: _____

Address: _____

1. Gross Sales Receipts Subject to Sales Tax:	
(a) Gross Sales (Cash and Credit)	\$ _____
(b) From Collections on Credit Sales (Deducted on line 3 on previous returns)	\$ _____
2. Total Gross Receipts (total from line 1(a) and 1(b))	\$ _____
3. Deductions:	
(a) Sales for resale within _____	\$ _____
(b) Sales Outside _____	\$ _____
(c) Sales to Government Agencies	\$ _____
(d) Exempt by Ordinance	\$ _____
(e) Other Deductions (explain)	\$ _____
4. Total Deductions Claimed	\$ _____
5. Net Subject to Sales Tax (subtract line 4 from line 2)	\$ _____
6. Calculation of Tax, Penalty, and Interest	
(a) Sales Taxes Due for report month (line 5. x 5.0%)	\$ _____
(b) Interest (.66% x months delinquent x line 6(a))	\$ _____
(c) Penalty 1st month of Delinquency (line 6(a) x 5.0%)	\$ _____
(d) Penalty 2nd month of Delinquency (line 6(a) x 10.0%)	\$ _____
(e) Penalty 3rd month of Delinquency (line 6(a) x 15.0%)	\$ _____
(f) Additional Penalties as stated in the sales tax ordinance and explained by notice from the City Administrator	\$ _____
7. Total Sales Tax, Penalty and Interest Due	
Note* - Total lines 6(a) through 6(f) if sales taxes are delinquent. • Enter Total on line 6(a) if filing return and submitting Sales Tax payment on or before the 15th of the month	\$ _____

Certification

I _____, do solemnly swear that I am _____
of _____ in making the forgoing report:
(individual, firm, partnership)

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

Signature

Date