



SALES TAX REPORT

CAMPUS: _____

Organization: _____

Report for month ending: _____

A. Total Sales (All sales both taxable and non-taxable) \$ _____

B. Less non-taxable sales (e.g. food sales) \$ _____

C. Less one-day tax free sales \$ _____

D. Net taxable sales (line A minus lines B & C) \$ _____

E. Tax due (8.25% of line D) \$ _____

Signed _____

Title _____

Date _____

INSTRUCTIONS:

A Sales Tax Report must be completed at the conclusion of each selling activity, whether taxable or not. The report must be given to the campus bookkeeper by the last day of the month.

Line 1: Do not include any tax collected in this figure. If the total sale includes tax, you must back out the amount of the sales tax. To back out the sales tax from total sales revenue on taxable items, divide the total revenue collected by 1.0825. EXAMPLE: \$122.50 revenue collected divided by 1.0825 is the amount that is reported as taxable sales.