

INSTRUCTIONS FOR FORM ST370

General Information

The Sales Tax Schedule is a form the Special Events Promoter gives to the booth operator / vendor to complete and report their sales and tax collections. It is to be completed and turned in to the Special Events Promoter at the end of the event. (Effective 07-28-95).

Line by Line Instructions

1. Reporting Number: The Special Events Promoter inserts his Reporting Number in this blank.
2. Special Events Promoter: Special Events Promoter inserts his name in this blank. **NOTE:** promoter could use a rubber stamp for the reporting number and name.
3. Event Name: Insert Name of Event. Example is "Big Event Festival"
4. Event Location: Insert City/State where the event is taking place.
5. Event Date: Enter the date of the event.

BOOTH OPERATOR/VENDOR SECTION

6. Block 1. VENDOR NAME Booth operator/vendor name goes in this block.
7. Block 2. PERMIT NUMBER Insert Booth operator/vendor's Arkansas Permit Number if they have one. If the booth operator/vendor has an Arkansas permit number, they do not report their sales and tax collections to the Special Events Promoter but, report their sales and tax computations to the department on their ST400 Excise Tax report form.
8. Block 3. BOOTH NUMBER This field is for use by the Special Events Promoter in order to help keep track of the booth collections.
9. Block 4. ADDRESS Insert the Booth Vendor's mailing address.
10. Block 5. CITY, STATE, ZIP CODE Insert your city, state and zip code.
11. Block 6. SOCIAL SECURITY NUMBER Insert the booth operator's social security number or their business's Federal Identification Number.

STATE TAX COMPUTATION SECTION

12. LINE 1. Enter your total gross sales for the event.
13. LINE 2. Enter the cost of goods sold on which sales tax has been paid.
14. LINE 3. Subtract line 2 from line 1 and enter the difference. This is your taxable sales.
15. LINE 4. Multiply the amount on line 3 by the state tax rate (5.125%) and enter that amount as TAX DUE.

LOCAL TAX COMPUTATION SECTION

16. Column 1. Enter the city and/or county name where the event is being held. You must collect the local tax for the city and/or county where the event is taking place. You do not collect local taxes for your city and/or county if you are from a different location. The Special Events Promoter should provide the booth operator/vendor with the local taxes that should be collected. If the event is held outside the city limits the city tax does not apply.
17. Column 2. Enter the city and or county local code as defined by the Sales & Use Tax Section of Arkansas. The Special Events Promoter should provide this information.
18. Column 3. The event's gross sales amount is entered here. This amount should be the same as LINE 1 in the State Tax Computation Section.
19. Column 4. Enter the cost of goods sold on which sales tax has been paid.
20. Column 5. Subtract column 4 from column 3 and enter the difference. This is your taxable sales.
21. Column 6. Enter the local tax rate, which should be provided by the Special Events Promoter.
22. Column 7. Multiply the amount on column 5 by the local tax rate in column 6 and enter that amount as TAX DUE.
23. TOTAL LOCAL TAX ROW. Add the amounts in column 7 and enter the total on this row.

SUMMARY SECTION

24. Enter the amount from line 4 of the state tax computation section in the STATE TAX block. Enter the amount from the TOTAL LOCAL TAX row in the LOCAL TAX block. Add the STATE TAX block and the LOCAL TAX block and enter the total in the TOTAL TAX block. This is the amount that must be remitted to the Special Events Promoter at the end of the event.