

FORM ST-9A WORKSHEET INSTRUCTIONS

GENERAL: This work sheet may be used to compute the amounts you must report on Form ST-9, the Dealer's Retail Sales and Use Tax Return. If you use this worksheet, transfer the items indicated by arrows on the worksheet to Form ST-9. Form ST-9 is used to report and pay the tax to the Department of Taxation and must be filed for each reporting period even if no tax is due. Unless paying by Electronic Funds Transfer, make a check or money order payable to the Virginia Department of Taxation. Checks returned by the bank will be subject to a penalty of \$25.00 in addition to other penalties.

CHANGE OF OWNERSHIP: If there has been a change of ownership, do not use the return with the name and account number of the former owner. Send the return with notice of change to the **VA Department of Taxation, P.O. Box 26626, Richmond, Virginia 23261-6626**. A Combined Registration Application, Form R-1, should also be requested to register the new dealer and location.

CHANGE OF ADDRESS/OUT-OF-BUSINESS: If you change your business or mailing address or discontinue business, complete Form R-3, Registration Change Request in your booklet and mail it to the department. If you do not have this form, please notify the department by letter and send it to the **Virginia Department of Taxation, P.O. Box 1114, Richmond, Virginia 23218-1114**.

INSTRUCTIONS FOR COMPLETING FORM ST-9A

ITEM 1:

Enter the total gross dollar amount for items sold during the period. This includes tangible personal property sold or leased during the period, and taxable services sold during the period. It includes sales for cash and sales on credit. Do not include the cost price of tangible personal property defined in Item 2. **DO NOT INCLUDE SALES TAX IN YOUR GROSS SALES FIGURE.**

ITEM 2:

Enter the cost price of all items of tangible personal property purchased without payment of the sales tax and withdrawn from inventory for use or consumption. Also include the cost price of all items of tangible personal property purchased either inside or outside Virginia for use or consumption, and on which no Virginia sales or use tax was paid at the time of purchase. (23 VAC 10-210-6030, Virginia Retail Sales and Use Tax Regulations.)

ITEM 3a:

Enter the total amount of all exempt sales made during the period covered by the return. Also include one-half the charge made for maintenance contracts that provide for both parts and labor, exempt nonprescription drugs and proprietary medicines, and sales of heating fuels for domestic consumption.

ITEM 3b-f:

b. Enter any part of the sales price of items of tangible personal property sold during the period and returned by a customer during the same period, if such sales are included in Item 1 and not deducted in Item 3a. (23 VAC 10-210-3080)

c. Enter any part of the sales price of items of tangible personal property returned by a customer after you have paid the state and the local tax on such items, resulting in a refund to the purchaser or a credit to his account during the period; also include in this item the unpaid sales price of items of tangible personal property sold under a retained title, conditional sale, or similar contract that were repossessed by you during the period, and on which you have paid the state and local tax. (23 VAC 10-210-3060)

d: Enter that part of the sales price of tangible personal property that was charged off during the period as a bad debt, and on which you have paid the state and local tax. (23 VAC 10-210-160)

e. Enter any other deduction allowed by law. For example, if for a prior period you paid the state tax and the local tax on a \$100 sale, and during the period covered by the current return the purchaser claimed a 2% 10-day cash discount (2% of \$100 = \$2), you may recover the tax paid the state for a prior period on the \$2 cash discount so taken by the customer by entering the amount of \$2.

ITEM 3:

Enter the sum of items 3a through 3e. **IMPORTANT: The sum of items 3b through 3e, total deductions, must be less than or equal to Item 1 plus Item 2, minus Item 3a; carry any excess deductions forward to your next return.**

ITEM 4:

Enter the combined amount of Item 1 plus Item 2, less Item 3. i.e. (Gross Sales + Personal Use - Exempt Sales & Other Deductions = Taxable Sales)

ITEM 5:

Column (b): Enter the portion of the amount from Item 4 that is attributable to eligible food sold for home consumption that is subject to the reduced sales and use tax rate of 3%.

Column (c): Enter the tax computed by multiplying the amount in Column (b) by .03 (3%).

ITEM 6:

Column (b): Enter the portion of the amount from Item 4 that is subject to the state sales tax rate of 3.5%. This is the amount in Item 4 minus the amount (if any) reported in Item 5.

Column (c): Enter the tax computed by multiplying the amount in Column (b) by .035 (3.5%).

ITEM 7:

Column (b): Enter the amount subject to the local sales and use tax rate of 1%. Generally, this is the same as the taxable state sales and use amount reported in Item 4 on the worksheet. Sales of fuels for domestic consumption are not subject to state tax, but are subject to local tax unless the locality has specifically exempted these fuels. If the locality has not specifically exempted these fuel sales, the amount you enter in Item 7, Column (b) must equal the total of your sales of fuels for domestic consumption plus the amount in Item 4.

Column (c): Enter the tax computed by multiplying the amount in Column (b) by .01 (1%).

ITEM 9a:

The Dealer's discount rate is based on total monthly taxable sales from all locations. You cannot take the dealer's discount unless you file the return and pay the tax by the due date. No dealer's discount is allowed on local tax. Compute the dealer's discount rate as follows:

If you file only one return (including a consolidated return), find your taxable sales in Item 4. Use this number to compute your discount rate from the table in Item 9a.

If you file more than one return, add the total monthly taxable sales from all locations. Use this number to compute your discount rate.

If you file quarterly, add the total quarterly taxable sales from all locations. Divide by three to find average monthly taxable sales. Use this number to compute your discount rate.

ITEM 9b:

Enter in Item 9b the dealer's discount computed by multiplying the amount of state tax in Item 8 by the applicable discount rate in Item 9a.

ITEM 12:

Enter penalty if you file the return and/or pay the tax after the due date. The penalty is **6%** of the tax due in Item 11 for each month or fraction of a month, not to exceed **30%**. However, in no case will the penalty be less than \$10 even if no tax is due.

ITEM 13:

Enter interest if you file the return and/or pay the tax after the due date. Interest is computed on the tax due in Item 11 at the rate established in Section 6621 of the Internal Revenue Code of 1954, as amended, plus **2%**.

If you have questions, please call **(804) 367-8037** or write the **Virginia Department of Taxation, P.O. Box 1115, Richmond, VA 23218-1115**. If you have Internet access you can obtain most Virginia tax forms by connecting to <http://www.tax.state.va.us>.

**LIST OF VIRGINIA COUNTIES AND CITIES
AND LOCALITY CODE NUMBERS**

NOTE THAT EACH OF FIVE COUNTIES HAS THE SAME NAME AS A CITY:
BEDFORD, FAIRFAX, FRANKLIN, RICHMOND, AND ROANOKE

COUNTIES

100 Accomack	124 Cumberland	149 King and Queen	176 Prince William
101 Albemarle	125 Dickenson	150 King William	177 Pulaski
102 Alleghany	126 Dinwiddie	151 Lancaster	178 Rappahannock
103 Amelia	128 Essex	152 Lee	179 Richmond (County)
104 Amherst	129 Fairfax (County)	153 Loudoun	180 Roanoke (County)
105 Appomattox	130 Fauquier	154 Louisa	181 Rockbridge
106 Arlington	131 Floyd	155 Lunenburg	182 Rockingham
107 Augusta	132 Fluvanna	156 Madison	183 Russell
108 Bath	133 Franklin (County)	157 Mathews	184 Scott
109 Bedford (County)	134 Frederick	158 Mecklenburg	185 Shenandoah
110 Bland	135 Giles	159 Middlesex	186 Smyth
111 Botetourt	136 Gloucester	160 Montgomery	187 Southampton
112 Brunswick	137 Goochland	162 Nelson	188 Spotsylvania
113 Buchanan	138 Grayson	163 New Kent	189 Stafford
114 Buckingham	139 Greene	165 Northampton	190 Surry
115 Campbell	140 Greensville	166 Northumberland	191 Sussex
116 Caroline	141 Halifax	167 Nottoway	192 Tazewell
117 Carroll	142 Hanover	168 Orange	193 Warren
118 Charles City	143 Henrico	169 Page	195 Washington
119 Charlotte	144 Henry	170 Patrick	196 Westmoreland
120 Chesterfield	145 Highland	171 Pittsylvania	197 Wise
121 Clarke	146 Isle of Wight	172 Powhatan	198 Wythe
122 Craig	147 James City	173 Prince Edward	199 York
123 Culpeper	148 King George	174 Prince George	

CITIES

200 Alexandria	206 Fredericksburg	213 Petersburg
240 Bedford (City)	231 Galax	244 Poquoson
201 Bristol	207 Hampton	214 Portsmouth
202 Buena Vista	208 Harrisonburg	215 Radford
203 Charlottesville	209 Hopewell	216 Richmond (City)
236 Chesapeake	237 Lexington	217 Roanoke (City)
227 Colonial Heights	210 Lynchburg	239 Salem
230 Covington	242 Manassas	219 Staunton
205 Danville	243 Manassas Park	220 Suffolk
238 Emporia	223 Martinsville	228 Virginia Beach
234 Fairfax (City)	211 Newport News	225 Waynesboro
226 Falls Church	212 Norfolk	221 Williamsburg
235 Franklin (City)	232 Norton	222 Winchester