



**Seminole County Public Schools, Florida**

**INTERNAL ACCOUNTS SALES TAX REMITTANCE**

This form is used to remit sales tax to the district.

School Name: \_\_\_\_\_ Cost Center #: \_\_\_\_\_

Date of Remittance: \_\_\_\_\_

**Sales Tax Collections:**

Sales tax is being remitted to the district for the following reason(s):

- Sale of tangible personal property where sales tax was not paid to vendor on the purchase (fundraising items, faculty shirts, school store items, practice uniforms, etc.). \$ \_\_\_\_\_
- Non-educational purchases from faculty/staff fund where sales tax was not paid to vendor on the purchase. \$ \_\_\_\_\_
- Sales tax on school facilities rental by an outside organization who is not tax exempt (can also remit this sales tax on Facilities Rental Related Remittance form along with utility payment). \$ \_\_\_\_\_
- Other \_\_\_\_\_ \$ \_\_\_\_\_

**Total Sales Tax Remitted:** \$ \_\_\_\_\_

Make check payable to **Seminole County Public Schools**. The sales tax rate is 6%. Attach documentation to support sales tax remittance, i.e. vendor invoice, receipts of taxable revenues collected, or purchase order.

---

*For Finance Department Use:*

*Credit sales tax payable account number: 100 – GL 2260*