

# UTAH SALES TAX MONTHLY REPORT

## FOR food and food ingredients at reduced rate

Department Name

Reporting Month and Year

After completing the form, please sign at the bottom and send it to General Accounting by the **15<sup>th</sup> of the month** following the reporting month (i.e. Sept 15 for Aug sales).

If there were no sales for the month, write "NONE". Promptness is necessary to allow time to compile the information and mail the tax return to the State Tax Commission **before** the due date. The department records are subject to state audit. If you have any questions, please call extension 1-5610.

### ITEMIZED SALES

(Attach additional sheet, if necessary)

1.			
2.			
3.			
4.			
5.			
		TOTAL SALES	
	<i>Less: must enter a negative number</i>		
	Tax Exempt Sales		
	Refunds		
	Other Specify		
		Total Exemptions	
		Net Taxable Sales	

### TAX COMPUTATION

1. If tax was **not included** in the sales figure, compute the tax by multiplying taxable sales by .030 (Sales x .030).

**OR**

2. If tax was **included** in the sales figure, compute the tax by dividing taxable sales by 1.030 and multiplying the result by .030 {(Sales / 1.030) .030}.

The tax payment should be charged to the following chartfield values:

						TOTAL TAX PAID

Submitted by

Phone #  Date

Signature

E-mail