UTAH SALES TAX MONTHLY REPORT
NOT including food and food ingredients qualifying for reduced sales tax rate

Department Name [   ]   Reporting Month and Year [   ]

After completing the form, please sign at the bottom and send it to General Accounting by the *15th 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   [   ]

Less: *must enter a negative number*
- 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 .0685 (Sales x .0685).   [   ]

OR

2. If tax was *included* in the sales figure, compute the tax by dividing taxable sales by 1.0685 and multiplying the result by .0685 {(Sales / 1.0685) .0685}.   [   ]

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

TOTAL TAX PAID   [   ]

Submitted by [   ]   Phone # [   ]   Date [   ]

Signature [   ]   E-mail [   ]

REVISED 01/07