

OKLAHOMA SALES TAX REPORT TAXPAYER COPY/WORK SHEET

A. Taxpayer FEI/SSN B. Reporting Period C. Due Date

FOR USE IN REPORTING GARAGE SALES IN THE VILLAGE, OKLAHOMA ONLY

NAME

ADDRESS

THE VILLAGE, OK D. Change E. Out of Business

USE THIS WORKSHEET FOR FIGURING YOUR TAX, THEN ENTER THE FIGURES ON THE ORIGINAL REPORT BELOW.

- 1. Total Sales (Whole dollars only)
2. Deduct Non-taxable Sales (Whole dollars only)
3. Net Taxable Sales
4. TAX 08.500%
5. Discount Limit \$3,300. (Discount not allowed for direct pay)
6. Interest
7. Penalty
8. Total Due

Table with columns DOLLARS and CENTS, and rows 1-8 corresponding to the list items.

INSTRUCTIONS FOR COMPLETING OKLAHOMA SALES TAX REPORT - SHORT FORM

GENERAL INSTRUCTIONS
Please write only in the white areas.
If any preprinted information on this report is incorrect or your business address has changed, place an "X" in box D and enter the correct information on back of the form in the space provided.
Please use a #2 pencil or pen with black ink to mark your entries on this form. If you type your report, please type "XXX" over "000" in red box F. at the top of the report. Use the small red box immediately after "Total Sales" (Line 1) to align your typewriter for typing the numbers in the handprint boxes of the report. If you do not qualify to file this report, call the Oklahoma Tax Commission at (405) 521-3160.
SPECIFIC INSTRUCTIONS
If final report, out of business and no sales, place an "X" in box E and make no entry on Line 1 through Line 8. You must return your permit to the Oklahoma Tax Commission for cancellation.

Line 1. (Total Sales) - Enter the total amount of gross receipts. This includes all sales, taxable and non-taxable leases and rentals of tangible personal property. Also include values of items removed from inventory and used by you during this reporting period.
Line 2. (Total Deductions) - Enter the total amount of non-taxable sales you are deducting for this period (See note on reverse for a list of non-taxable sales items). All certificates, receipts and/or invoices verifying each deduction must be kept on file.
Line 3. (Net Taxable Sales) - Subtract line 2 from line 1 to arrive at net taxable sales.
Line 4. (Tax) - Multiply line 3 by the preprinted tax rate shown. This is a combined rate for state, city, and/or county. If this rate is incorrect, please call the Oklahoma Tax Commission.
Line 5. (Discount) - If this report and remittance is not filed electronically by the due date shown in Item C, you

are only eligible for a 1.25% discount for timely payment. Multiply Line 4 (tax) by .0125. The maximum discount allowed is \$3,300.00. Make no entry if this report is late. No discount for Direct Pay Permits.
Line 6. (Interest) - If this report and remittance is postmarked after the due date shown on Item C, the tax is subject to 1.25% interest per month from the due date (Item C) until it is paid. Multiply the amount on line 4 by .0125 for each month or part thereof that the report is late.
Line 7. (Penalty) - If this tax report and remittance is not postmarked within 15 days of the due date, a one-time 10% penalty is due. Multiply the tax amount on line 4 by .10 to determine the penalty.
Line 8. (Total Due) - Total the report: Line 4, minus line 5, plus line 6 and line 7.
Instructions Continued on Back

SPECIAL NOTE: To insure that your report will be properly processed, please print all figures within boxes as shown. 1 2 3 4 5 6 7 8 9 0 X

Do not fold staple or paper clip PLEASE DETACH HERE AND RETURN REPORT BELOW Write only in white areas

OKLAHOMA SALES TAX REPORT

A. Taxpayer FEI/SSN B. Reporting Period C. Due Date
OFFICE USE ONLY
F.C. P.T. D. Change E. Out of Business

GARAGE# 910003
FOR USE IN REPORTING GARAGE SALES IN THE VILLAGE, OKLAHOMA ONLY

NAME

ADDRESS

THE VILLAGE, OK

- 1. Total Sales (Whole dollars only)
2. Deduct Non-taxable Sales (Whole dollars only)
3. Net Taxable Sales
4. TAX 08.500%
5. Discount Limit \$3,300. (Discount not allowed for direct pay)
6. Interest
7. Penalty
8. Total Due

Table with columns DOLLARS and CENTS, and rows 1-8 corresponding to the list items.

H. SIGN HERE DATE

Sign, date and detach the original report at the perforation and mail with your payment in the enclosed return envelope to:

OKLAHOMA TAX COMMISSION
POST OFFICE BOX 26850
OKLAHOMA CITY, OK 73126-0850

NOTE: Examples of legal deductions are:

1. Sales for resale to persons holding a sales tax permit
2. Gasoline sales on which gasoline tax has been paid
3. Motor vehicle sales
4. Agricultural sales
5. Sales subject to Federal Food Stamp exemption
6. Non-taxable services, labor
7. Sales to exempt organizations

WHO MUST FILE

Every vendor who is responsible for collecting/remitting payment of Oklahoma sales tax must file a Sales Tax Report. Reports must be filed for every period even though there is no amount subject to tax nor any tax due **You may use this short form report only if your total gross sales from this location are the same for the state, city and/or county.**

WHEN TO FILE

Reports must be postmarked on or before the 20th day of the month following each reporting period. The due date for filing this report is printed in Item C.

WHO TO CONTACT FOR ASSISTANCE

For Sales Tax assistance, please call the Oklahoma Tax Commission at (405) 521-3160.

PAYMENT

To assist us in processing your return accurately and assure proper credit to your account, please send a separate check with each report submitted. Please put your Taxpayer No. (Item A.) on your check.

Mandatory inclusion of Social Security and/or Federal Employer's Identification numbers is required on forms filed with the Oklahoma Tax Commission pursuant to Title 68 of the Oklahoma Statutes and regulations thereunder, for identification purposes, and are deemed part of the confidential files and records of the Oklahoma Tax commission

The Oklahoma Tax Commission is not required to give actual notice of changes in any state tax law.

VISIT US ON THE WEB

Our website contains many valuable business tools, such as forms, publications and online filing opportunities. Visit our website at www.tax.ok.gov.

Changes in Business Mailing Address:

FEIN/SSN _____

Name _____

Address _____

City _____

State _____ ZIP _____

Changes in Business Location Address:

FEIN/SSN _____

Name _____

Address _____

City _____

State _____ ZIP _____