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# SAMPLE SALE TAX BOE

<u>QUARTERLY TAX</u>	<u>QUARTERLY WITH MONTHLY PREPAY MONTHLY TAX</u>	<u>CALENDAR YEARLY 01-01-YR TO 12-31-YR</u>	<u>FISCAL YEARLY 07-01-YR TO 06-30-YR</u>	<u>TAX EXEMPTION</u>	<u>Double check</u>
MONTHLY LIABILITY \$100-\$1,199 X 3 \$3,597  DUE 1ST QT. 04-30-YR  2ND QT. 07-31-YR QT.  3RD QT. 10-31-YR  4TH QT. 01-31-YR	LIABILITY \$1,200-\$ABOVE X 3 \$3,600  DUE 1ST PP 02-24-YR 2ND PP 03-24-YR 1ST QT. 04-30-YR  1ST PP 05-24-YR 2ND PP 06-24-YR 2ND QT. 07-31-YR  1ST PP 08-24-YR 2ND PP 09-24-YR 3RD QT. 10-31-YR  1ST PP 11-24-YR 2ND PP 12-24-YR 4TH QT. 01-31-YR	CALENDAR YEARLY TAX  LIABILITY \$99 AND LESS	FISCAL YEARLY TAX  LIABILITY \$99 AND LESS	<b>Repair/Labor</b> = invoices Fabrication Labor= custom made items <b>Wholesale</b> = Resale Certificate verify each qt. <b>Shipping</b> = Same price paid to 3rd party it's ok <b>Returns</b> = verified by document <b>Non Taxable food</b> = see list or restaurant cold food to go even Catering <b>Sales to US Gov.</b> = with Documents <b>Out of State</b> = shipping manifesto <b>Sale Tax Included</b> = Details <b>Lottery/lotto</b> = Details <b>Sublease/rental</b> =copy check <b>Sublet</b> = copy of invoice And check <b>Tips</b> = if paid separately on the table yes must be included to waiter w-2 <b>Health Food</b> = exemption from adult day care Center  <b>GROSS - EXEMPTION = TAXABLE AMOUNT</b>	1. all deposits are Credit Cards Add all pos, receipts  2. Purchases % vs. Gross  3. Multiple Bank Accounts  4. Method of payment A. Credit Card B. Void check for EFW C. Voucher the client will pay  5. Returns