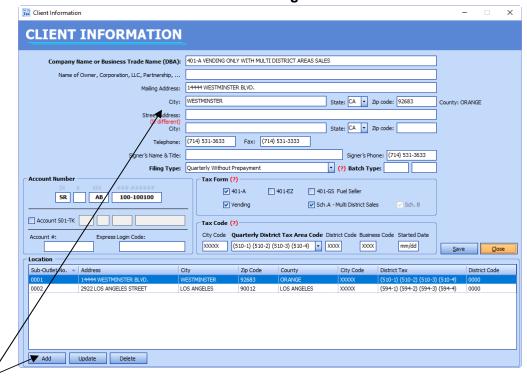
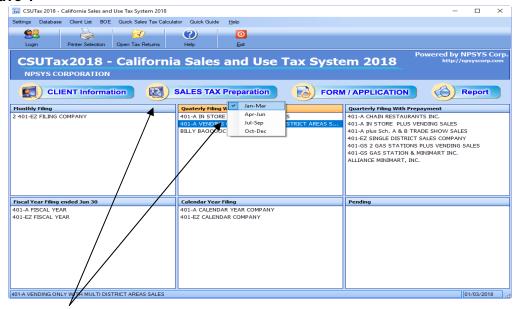
Guide to prepare Sales Data for Business having Vending Machine Operators at 2+ district tax areas Form 401-A + Vending + Sub-outlets



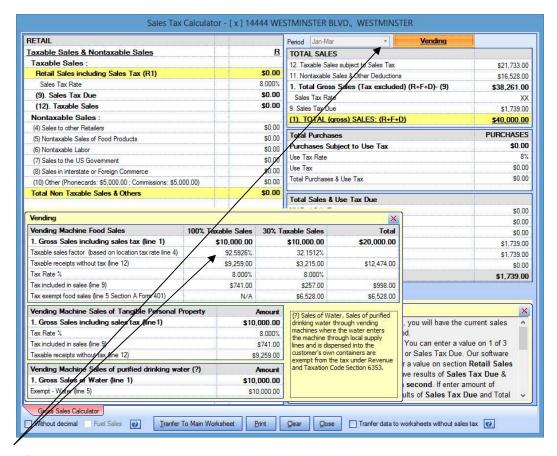
1. Input Client's data:

On Main screen, click **New** at Client Information bar. Follow each field on Client Information screen and enter all information accordingly. District Tax Area Code is automatically applied using your business city & zip code. Check box **401-A, Vending.** Add **Sub-outlets**. Click **"Save"**.



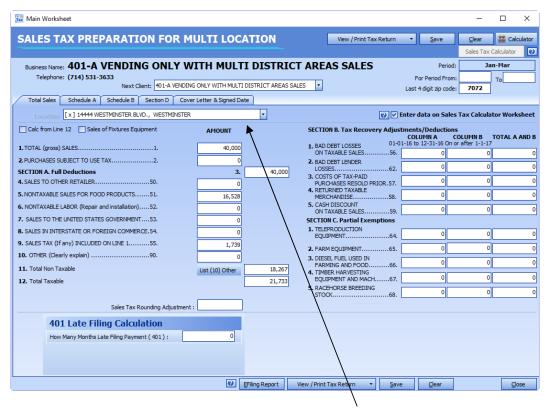
2. Select a client to Prepare Sales Tax:

Highlight a selected client and click **Sales Tax Preparation** to choose a tax period to input Sales data.



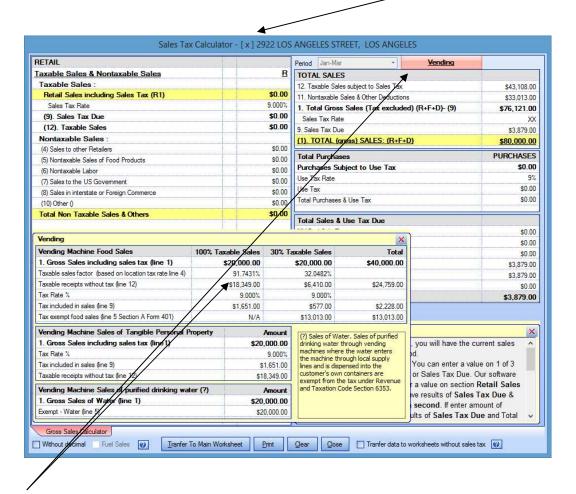
3. Input Data:

Click tab **Vending.** Enter Total Gross Sales including tax for each type of vending sales. After finished. Click Print to view/save/print its report. After print/save the report, return to worksheet and click "Transfer to Main Worksheet".

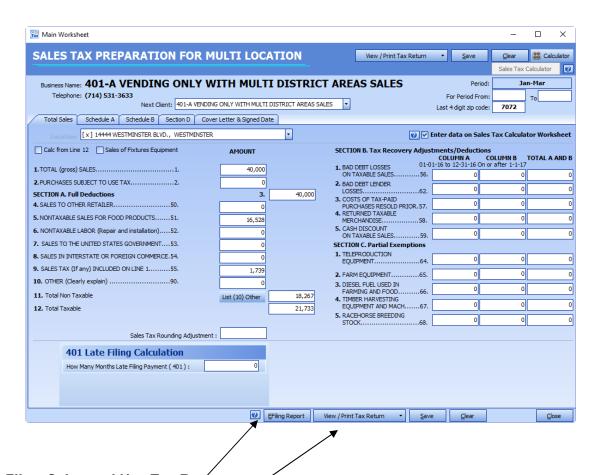


From Main Worksheet. Select next location

Continue data input: Select next location and repeat the same steps above. Each location's address will show on top bar



Click tab **Vending.** Enter Total Gross Sales including tax for each type of vending sales. After finished. Click Print to view/save/print its report. After print/save the report, return to worksheet and click "Transfer to Main Worksheet".



4. File a Sales and Use Tax Return:

On main worksheet, enter sales tax prepayments if you have paid for this tax period. And this is it, you are done. Our software will calculate and transfer all sales data and applicable sales taxes and tax amount due to tax forms and its schedules.

Now you have 2 options to file your sale tax returns:

- 1. **File online:** Click E-filing Report to print a report and use it to transfer line by line to BOE E-filing online.
- File paper forms: Click View/Print Tax Return to have paper tax forms to send it to BOE.

14444 WESTMINSTER BLVD., WESTMINSTER, CA 92683 * Tel. (714) 531-3633

SALES AND USE TAX ELECTRONIC FILING REPORT

For Period JAN THRU MAR 2018

Account #: * Login Code:

	AMOUNT
Sales and Purchase Information	
1. Total Gross Sales	\$250,000.00
Purchases Subject to Use Tax	\$20,000.00
3. Total	\$270,000.00
Deductions (Section A)	
4. Sales To Other Retailers	\$15,000.00
5. Nontaxable Sales for Food Products	\$0.00
6. Nontaxable Labor (Repair and Installation)	\$0.00
7. Sales To The United States Government	\$0.00
8. Sales in Interstate or Foreign Commerce	\$0.00
9. Sales Tax (if any) included in Gross Sales	\$0.00
10. Other (clearly explain)	·
11. Total Deductions	\$45,000.00
12. Total Taxable Transactions	\$225,000.00
Exemptions	
Manufacturing and Research & Development Equipment Exemption	\$0.00
17. Combined State and Local Tax (1%) (see attached list)	\$2,250.00
18. Total District Tax (Schedule A-1)	
Computation Schedule for District Tax (see attached list)	\$225,000.00
Total District Tax	\$500.00
Amount Due	
19. Total Tax Due	\$16,961.00
21. Net Total Tax Due	\$16,961.00
Less Tax Prepayment	
1st Prepayment	\$0.00
2nd Prepayment	\$0.00
22. Less Tax Prepayment	\$0.00
23. Remaining Tax	\$16,961.00
24. Penalty 10%	\$0.00
25. Interest (6% divided by 12). Number of months overdue: 0	\$0.00
26. Total Amount Due	\$16,961.00

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SALES AND USE TAX ELECTRONIC FILING REPORT

For Period JAN THRU MAR 2018
Account #: * Login Code:

Schedule A-1: 18. Computation Schedule for District Tax

District Tax Area	Transaction subject to Local Tax	Tax Rate	District Tax Due
LOS ANGELES Co. (Eff.10-1-17) - 594	\$20,000.00	0.0225	\$450.00
ORANGE Co 037	\$10,000.00	0.005	\$50.00
Total	\$30,000.00		\$500.00

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SALES AND USE TAX ELECTRONIC FILING REPORT

For Period JAN THRU MAR 2018
Account #: * Login Code:

Schedule B

County	Code	Amount
LOS ANGELES	19	\$200.00
ORANGE	30	\$100.00

	Total	\$300.00

B1: Total 1% combined state and local tax for other counties.	\$300.00
B2: Total 1% combined state and local tax for county at permanent place.	\$1,950.00
Total (Line 17 on the return form)	\$2,250.00

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SALES AND USE TAX ELECTRONIC FILING REPORT

For Period JAN THRU MAR 2018
Account #: * Login Code:

Schedule C:

Business Address	Suboutlet No.	Tax Area Code	Amount
14444 WESTMINSTER BLVD., WESTMINSTER, CA 92683	0001	XXXXX 510 0000	\$900.00
2922 LOS ANGELES STREET, LOS ANGELES, CA 90012	0002	XXXXX 594 0000	\$1,350.00
		Total	\$2,250.00

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SALES AND USE TAX ELECTRONIC FILING REPORT

For Period JAN THRU MAR 2018
Account #: * Login Code:

Line 1. TOTAL (gross) SALES

Locations	Amount
14444 WESTMINSTER BLVD., WESTMINSTER, 92683	\$100,000.00
2922 LOS ANGELES STREET, LOS ANGELES, 90012	\$150,000.00
Total	\$250 000 00
Total	\$250,000.00