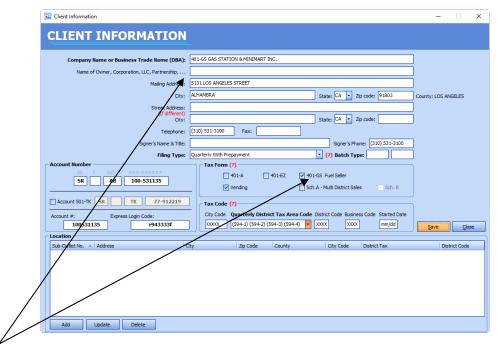
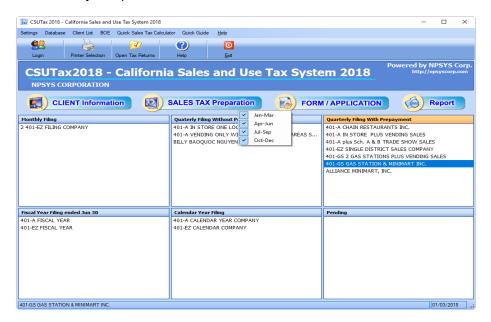
#### **GUIDE TO PREPARE SALES TAX FOR A GAS STATION**



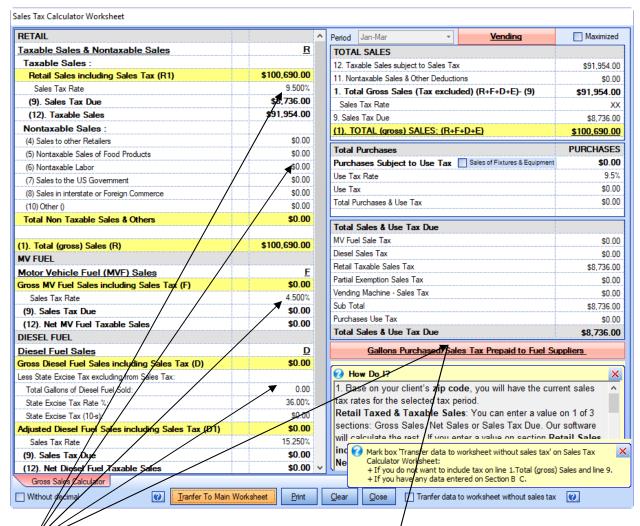
#### 1. Input Client's data:

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-G.** Click **"Save".** 



#### 2. Select a client to Prepare Sales Tax:

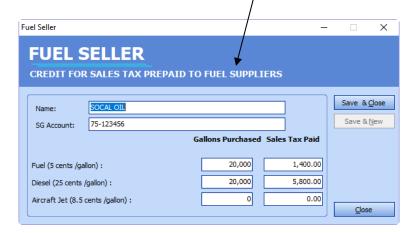
Highlight a selected client and click **Sales Tax Preparation** to choose a tax period to input Sales data.



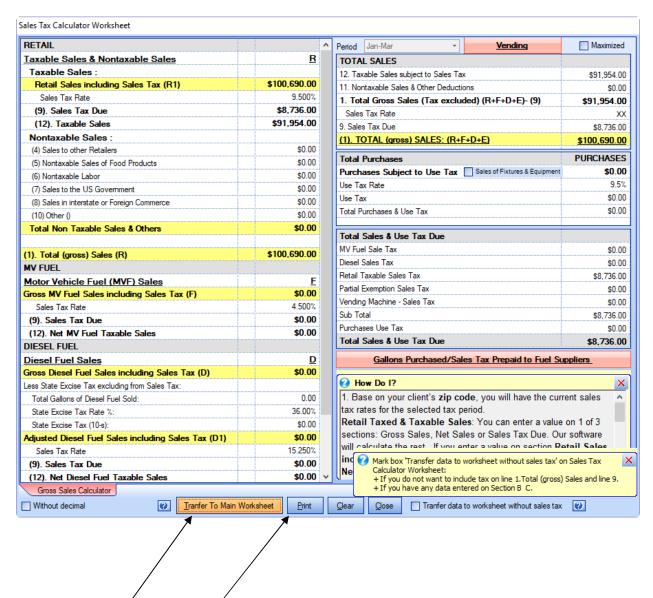
### 3. Input Sales Data:

Use Sales Tax Calculator Worksheet.

- 1. Enter either your Sales including tax, Taxable Sales or Tax included in Sales.
- Enter Nontaxable Sales and Other Nontaxable Deductions.
- 3. Enter MV Fuel Tax included Gross Sales.
- 4. Enter Diesel Tax included Gross Sales & Total Diesel Gallon Sold.
- 5. Enter MV Fuel & Diesel Gallons Purchased from Fuel Sellers.



After **Save & Close** this window, you will return to Main Worksheet. Click "Sales Tax Calculator" on top of main worksheet to review data and print report.



Click "Print" to Yiew/Save/Print the Sales Tax Calculator Report

Click "Transfer to Main Worksheet" to print E-fling report or paper tax return.

SALES TAX PREPARATION FOR S  Business Name: 401-GS GAS STATION &	MINIMAR		View / Print Tax	Return ▼	<u>S</u> ave		SS Calculator
Business Name: 401-GS GAS STATION &		T INC.					
Business Name: 401-GS GAS STATION &		T INC.				Sales Tax Cal	culator
					Period:	Jan-l	Mar
Telephone: (310) 531-3100	TATTONI O NITHITAAN	TING			For Period From	т.	0
Next Client: 401-GS GAS S				Las	t 4 digit zip code	7072	
Total Sales Fuel Purchased Schedule A Section D	Section E Cover	Letter & Signed Date					
				<b>⊘</b> ✓ Enter	data on Sales	Tax Calculato	r Workshee
Calc from Line 12 Sales of Fixtures Equipment	AMOUNT		SECTION B. Tax Recover				
1. TOTAL (gross) SALES	100,000	1	1. BAD DEBT LOSSES		LUMN A C to 12-31-16 On c		TAL A AND
2. PURCHASES SUBJECT TO USE TAX	100,000	]	ON TAXABLE SALES	56.	0	0	
SECTION A. Full Deductions	3.	100,000	2. BAD DEBT LENDER LOSSES	62.	0	0	
4. SALES TO OTHER RETAILER50.	0		<ol> <li>COSTS OF TAX-PAID PURCHASES RESOLD PRI</li> </ol>	OR.57.	0	0	
5. NONTAXABLE SALES FOR FOOD PRODUCTS51.	0		4. RETURNED TAXABLE MERCHANDISE		0	0	
6. NONTAXABLE LABOR (Repair and installation)52.	0		5. CASH DISCOUNT ON TAXABLE SALES		0	0	
7. SALES TO THE UNITED STATES GOVERNMENT53.	0		SECTION C. Partial Exemp				
8. SALES IN INTERSTATE OR FOREIGN COMMERCE.54.	0		1. TELEPRODUCTION EQUIPMENT	64	0	0	
9. SALES TAX (If any) INCLUDED ON LINE 155.	8,046		2. FARM EQUIPMENT		0	0	
10. OTHER (Clearly explain)90.	0		3. DIESEL FUEL USED IN	63.	0		
11. Total Non Taxable	List (10) Other	8,046	FARMING AND FOOD 4. TIMBER HARVESTING	66.		0	
12. Total Taxable		91,954	EQUIPMENT AND MACH	67.	0	0	
			5. RACEHORSE BREEDING STOCK	68.	0	0	
Sales Tax Rounding Adjustment	::						
401 Late Filing Calculation		1150	Prepayment Forms				
How Many Months Late Filing Payment ( 401 ):	0			Last 4 digit z	ip code Add per	nalty	
501 Late Filing Calculation		1st Pro	epayment: 4,000	7072	2	January	•
How Many Months Late Filing Payment ( 501-TK ) :	0	2nd Pr	repayment: 4,000	7072	2	February	•
	<b>()</b>	Exiling Report	View / Print Tax Return ▼	<u>S</u> ave	Clear		Close
		1					

#### 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.
- 2. **File paper forms**: Click View/Print Tax Return to have paper tax forms to send it to BOE.

-0-0-0-0-

## 5131 LOS ANGELES STREET, ALHAMBRA, CA 91803 \* Tel. (310) 531-3100

## SALES AND USE TAX CALCULATOR WORKSHEET

For Period Jan-Mar, 2018

Taxable Sales & Nontaxable Sales	
Taxable Sales	
Retail Sales Including Sales Tax (R1)	\$100,690.00
Sales Tax Rate %	9.500%
(9). Sales Tax Due	\$8,736.00
(12). Taxable Sales	\$91,954.00
Nontaxable Sales	
(4). Sales To Other Retailers	\$0.00
(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
(10). Other Deductions	
Total Other Deductions	\$0.00
Total Nontaxable & Other Deductions	\$0.00
(1). Total (gross) Sales (R)	\$100,690.00
MV FUEL	
Motor Vehicle Fuel (MVF) Sales	
(1). Gross MV Fuel Sales Including Sales Tax (F)	\$0.00
Sales Tax Rate %	4.500%
(9). Sales Tax Due	\$0.00
(12). Net MV Fuel Taxable Sales	\$0.00
DIESEL	
(1). Gross Diesel Fuel Sales Including Sales Tax (D)	\$0.00
Less State Excise Tax excluding from Sales Tax	
Total Gallons Sales	0.00
State Excise Tax Rate %	36.00%
State Excise Tax (10-s)	\$0.00
Adjusted Diesel Fuel Sales Including Sales Tax (D1)	\$0.00
Sales Tax Rate %	15.250%
(9). Sales Tax Due	\$0.00
(12). Net Diesel Fuel Taxable Sales	\$0.00
(E) Manufacturing and Research & Development Equipment Exemption	\$0.00
Sales Tax Rate %	5.5625%
(9). Sales Tax Due	\$0.00
(12). Net Partial Exemption Taxable Sales	\$0.00

## 5131 LOS ANGELES STREET, ALHAMBRA, CA 91803 \* Tel. (310) 531-3100 SALES AND USE TAX CALCULATOR WORKSHEET

#### For Period Jan-Mar, 2018

TOTAL SALES	
(12). Total Sales subject to Sales Tax	\$91,954.00
Total Nontaxable Sales & Other Deductions	\$0.00
(1). Total (Gross) Sales (Tax excluded) (R + F + D + E) – (9)	\$91,954.00
(9). Sales Tax Due	\$8,736.00
(1). TOTAL (Gross) SALES (R + F + D + E)	\$100,690.00

VENDING MACHINE FOOD SALES	
100% Taxable Sales	
1. Gross sales including sales tax (line 1)	\$0.00
Taxable sales factor (based on location tax rate line 4)	91.3242%
Taxable receipts without tax (line 12)	\$0.00
Tax Rate %	9.000%
Tax included in sales (line 9)	\$0.00
33% Taxable Sales	
1. Gross sales including sales tax (line 1)	\$0.00
Taxable sales factor (based on location tax rate line 4)	32.0482%
Taxable receipts without tax (line 12)	\$0.00
Tax Rate %	9.000%
Tax included in sales (line 9)	\$0.00
Tax exempt food sales (line 5 Section A Form 401)	\$0.00
VENDING MACHINE SALES OF TANGIBLE PERSONAL PROPERTY	
1. Gross sales including sales tax (line 1)	\$0.00
Tax Rate %	9.000%
Tax included in sales (line 9)	\$0.00
Taxable receipts without tax (line 12)	\$0.00
VENDING MACHINE SALES OF PURIFIED DRINKING WATER	
1. Gross Sales of Water (line 1)	\$0.00
Exempt - Water (line 5)	\$0.00

# 401-GS GAS STATION & MINIMART INC. 5131 LOS ANGELES STREET, ALHAMBRA, CA 91803 \* Tel. (310) 531-3100 SALES AND USE TAX CALCULATOR WORKSHEET

For Period Jan-Mar, 2018

TOTAL SALES	
(12). Total Sales subject to Sales Tax	\$91,954.00
Total Nontaxable Sales & Other Deductions	\$0.00
(1). Total (Gross) Sales (Tax excluded) – (9)	\$91,954.00
(9). Sales Tax Due	\$8,736.00
(1). TOTAL (Gross) SALES	\$100,690.00
TOTAL PURCHASES	
Purchases Subject to Use Tax	\$0.00
Use Tax Rate %	9.5%
Use Tax	\$0.00
Total Purchases & Use Tax	\$0.00
TOTAL SALES & USE TAX DUE	
MV Fuel Sale Tax	\$0.00
Diesel Sales Tax	\$0.00
Retail Taxable Sales Tax	\$8,736.00
Partial Exemption Sales Tax	\$0.00
Vending Machine - Sales Tax	\$0.00
Sub Total	\$8,736.00
Purchases Use Tax	\$0.00
Total Sales & Use Tax Due	\$8,736.00

5131 LOS ANGELES STREET, ALHAMBRA, CA 91803 \* Tel. (310) 531-3100

## SALES AND USE TAX ELECTRONIC FILING REPORT

For Period JAN THRU MAR 2018

Account #: 100531135 \* Login Code: r943333f

	AMOUNT
Sales and Purchase Information	
1. Total Gross Sales	\$100,000.00
2. Purchases Subject to Use Tax	\$0.00
3. Total	\$100,000.00
Deductions (Section A)	
4. Sales To Other Retailers	\$0.00
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	\$8,046.00
10. Other (clearly explain)	
11. Total Deductions	\$8,046.00
12. Total Taxable Transactions	\$91,954.00
Exemptions	
Partial State Tax Exemption on MVF transactions (Section D)	\$0.00
15. Net Transactions subject to Additional 5.750%State Tax on Diesel	\$0.00
Manufacturing and Research & Development Equipment Exemption	\$0.00
18. Total District Tax (Schedule A-1)	•
Computation Schedule for District Tax LOS ANGELES Co. (Eff.10-1-17) -	\$91,954.00
Total District Tax 594	\$2,069.00
Amount Due	<b>#0.700.00</b>
19. Total Tax Due	\$8,736.00
20. Less Credit (Schedule G)	
Sales Tax Prepaid to Fuel Suppliers	\$7,200.00
21. Net Total Tax Due	\$1,536.00
Less Tax Prepayment	
1st Prepayment	\$4,000.00
2nd Prepayment	\$4,000.00
22. Less Tax Prepayment	\$8,000.00
23. Remaining Tax	(\$6,464.00)
24. Penalty 10%	\$0.00
25. Interest (6% divided by 12) . Number of months overdue: 0	\$0.00
26. Total Amount Due	(\$6,464.00)

5131 LOS ANGELES STREET, ALHAMBRA, CA 91803 \* Tel. (310) 531-3100

#### SALES AND USE TAX ELECTRONIC FILING REPORT

For Period JAN THRU MAR 2018 Account #: 100531135 \* Login Code: r943333f

#### **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	\$91,954.00	0.0225	\$2,069.00

#### Schedule G: 20. Credit for Sales Tax Prepaid to Fuel Suppliers

Suppliers		Motor Vehicle Fuels		Diesel Fuels	
Name	SG Account	Gallons	Sales Tax	Gallons	Sales Tax
SOCAL OIL	75-123456	20,000	\$1,400.00	20,000	\$5,800.00

Total Gallon Purchased	40,000
Total Sales Tax Paid to Fuel Suppliers	\$7,200.00

#### Form 501-TK: Underground Storage Tank Maintenance Fee

Account #:SR TK 77-912219	
1. Total Gallon Purchased	40,000
2. Rate of Fee	.02
3. Total Fee Due	\$800.00