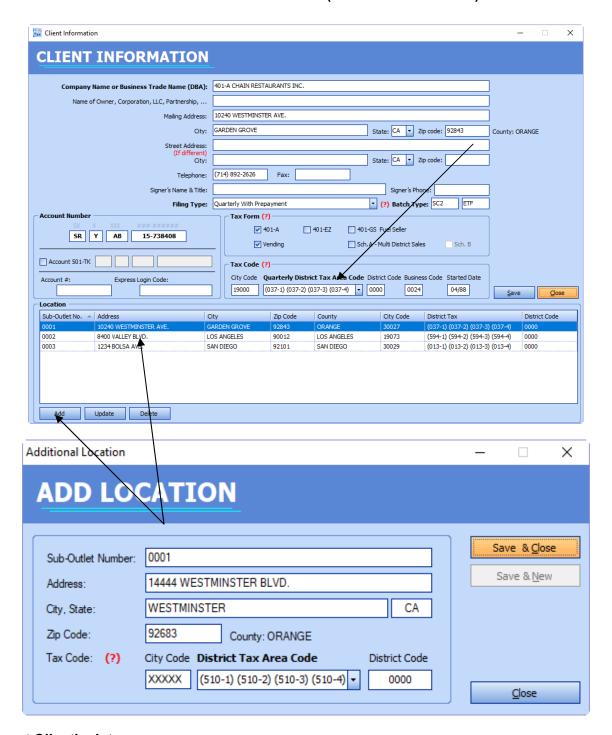
GUIDE TO PREPARE SALES TAX FOR CHAIN STORES OR CHAIN RESTAURANTS OR ANY BUSINESS HAVING MULTIPLE DISTRICT TAX AREAS OR MULTIPLE LOCATIONS (MAX 10 LOCATIONS)



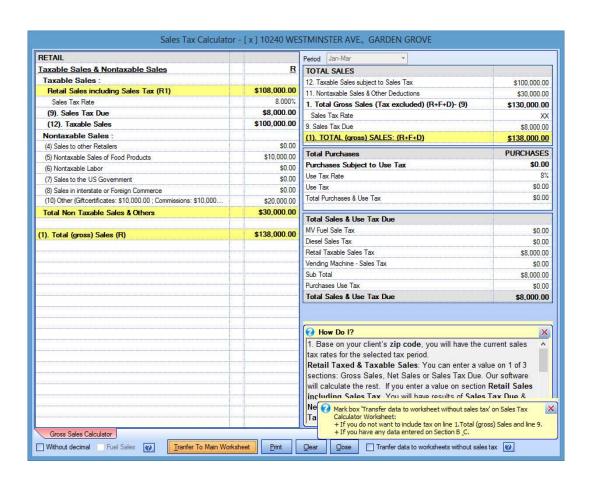
Input Client's data:

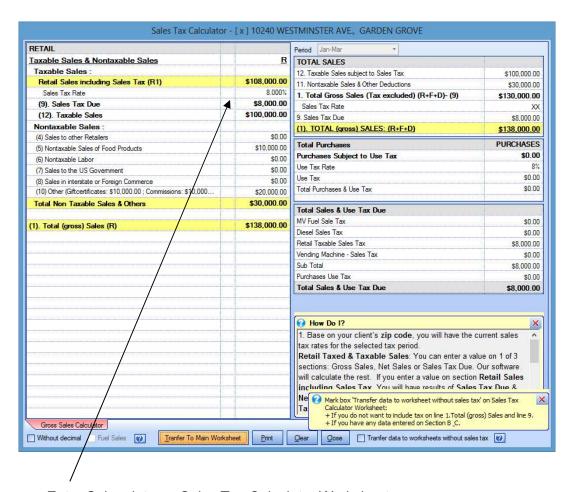
On Main screen, click **New** at Client Information bar. Follow each field on Client Information screen and enter all information accordingly. Check box **401-A.** Click Add to add every location you have. District Tax Area Code is automatically applied by using your business city & zip code. After finished, click **"Save"** to return to Main screen.



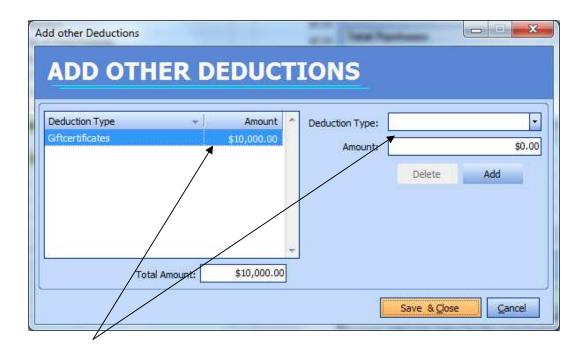
1. Select a client to Prepare Sales Tax:

Highlight at selected client and click **Sales Tax Preparation** to choose a period to input Sales data. Enter sales data on Sales Tax Calculator worksheet for 1st location.

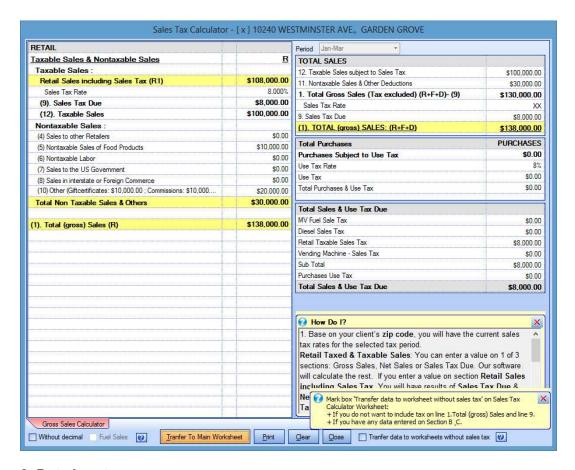




Enter Sales data on Sales Tax Calculator Worksheet.



 Click Amount Field to enter (10) Other Nontaxable Deductions. Enter Deduction type and amount. Click Save & Close to finish.



2. Data input:

Enter a value either on 1 of 3 sections:

- Retail Sales including tax,
- Taxable Sales without tax or
- Tax included in Sales

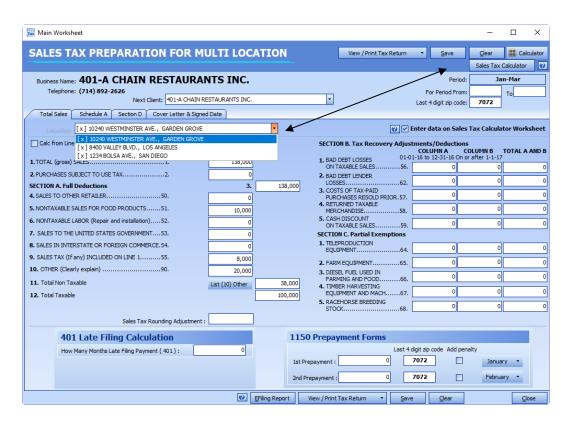
our software will show the results on the other sections.

After you enter Nontaxable Sales and other Nontaxable Deductions and our software will total up all Taxable Transactions, Nontaxable Transactions including Sales Tax Due to line (1) Total (Gross) Sales and all applicable sales data will automatically be calculated and transferred to Main worksheet.

- Click "Print" to print a Sales Tax Calculator Report for this location.
- Click "Transfer to Main Worksheet" to select next location.

Select next location, click "Sales Tax Calculator" and continue the same procedure for every reporting locations.

Select next location, click "Sales Tax Calculator" and continue the same procedure for every reporting locations



3. File a Sales and Use Tax Return:

After finished sales data input for last reporting location. Return to 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 of every locations 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.

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SALES AND USE TAX CALCULATOR WORKSHEET

	
RETAIL	
Taxable Sales & Nontaxable Sales	
Taxable Sales	
Retail Sales Including Sales Tax (R1)	
Sales Tax Rate %	
(9). Sales Tax Due	
(12). Taxable Sales	
Nontaxable Sales	
(4). Sales To Other Retailers	
(5). Nontaxable Sales for Food Products	
(6). Nontaxable Labor (Repair and Installation)	
(7). Sales To The United States Government	
(8). Sales in Interstate or Foreign Commerce	
(10). Other Deductions	
Total Other Deductions	
Total Nontaxable & Other Deductions	
(1). Total (gross) Sales (R)	
Manufacturing and Research & Development Equipment Exemption (D)	
Sales Tax Rate %	
(9). Sales Tax Due	
(12). Net Partial Exemption Taxable Sales	
TOTAL SALES	
(12). Total Sales subject to Sales Tax	
Total Nontaxable Sales & Other Deductions	
(1). Total (Gross) Sales (Tax excluded) (R + D) – (9)	
(9). Sales Tax Due	
(1). TOTAL (Gross) SALES (R + D)	

401-A CHAIN RESTAURANTS INC. 8400 VALLEY BLVD., LOS ANGELES, CA 90012 * Tel. (714) 892-2626 SALES AND USE TAX CALCULATOR WORKSHEET

For Period Jan-Mar, 2018

RETAIL	
Taxable Sales & Nontaxable Sales	
Taxable Sales	
Retail Sales Including Sales Tax (R1)	\$200,917.00
Sales Tax Rate %	9.500%
(9). Sales Tax Due	\$17,431.00
(12). Taxable Sales	\$183,486.00
Nontaxable Sales	
(4). Sales To Other Retailers	\$0.00
(5). Nontaxable Sales for Food Products	\$20,000.00
(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	
Giftcertificates	\$10,000.00
Total Other Deductions	\$10,000.00
Total Nontaxable & Other Deductions	\$30,000.00
(1). Total (gross) Sales (R)	\$230,917.00
Manufacturing and Research & Development Equipment Exemption (D)	\$0.00
Sales Tax Rate %	5.5625%
(9). Sales Tax Due	\$0.00
(12). Net Partial Exemption Taxable Sales	\$0.00
TOTAL SALES	
(12). Total Sales subject to Sales Tax	\$183,486.00
Total Nontaxable Sales & Other Deductions	\$30,000.00
(1). Total (Gross) Sales (Tax excluded) (R + D) – (9)	\$213,486.00
(9). Sales Tax Due	\$17,431.00
(1). TOTAL (Gross) SALES (R + D)	\$230,917.00

401-A CHAIN RESTAURANTS INC. 1234 BOLSA AVE., SAN DIEGO, CA 92101 * Tel. (714) 892-2626 SALES AND USE TAX CALCULATOR WORKSHEET

For Period Jan-Mar, 2018

RETAIL	
Taxable Sales & Nontaxable Sales	
Taxable Sales	
Retail Sales Including Sales Tax (R1)	\$299,306.00
Sales Tax Rate %	7.750%
(9). Sales Tax Due	\$21,528.00
(12). Taxable Sales	\$277,778.00
Nontaxable Sales	
(4). Sales To Other Retailers	\$0.00
(5). Nontaxable Sales for Food Products	\$30,000.00
(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	
Checkcashingfees	\$10,000.00
Giftcertificates	\$20,000.00
Total Other Deductions	\$30,000.00
Total Nontaxable & Other Deductions	\$60,000.00
(1). Total (gross) Sales (R)	\$359,306.00
Manufacturing and Research & Development Equipment Exemption (D)	\$0.00
Sales Tax Rate %	3.8125%
(9). Sales Tax Due	\$0.00
(12). Net Partial Exemption Taxable Sales	\$0.00
TOTAL SALES	
(12). Total Sales subject to Sales Tax	\$277,778.00
Total Nontaxable Sales & Other Deductions	\$60,000.00
(1). Total (Gross) Sales (Tax excluded) (R + D) – (9)	\$337,778.00
(9). Sales Tax Due	\$21,528.00
(1). TOTAL (Gross) SALES (R + D)	\$359,306.00

SALES AND USE TAX ELECTRONIC FILING REPORT

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

SALES AND USE TAX ELECTRONIC FILING REPORT

Schedule A-1: 18. Computation S District Tax Area	Transaction subject to Local Tax	Ct Tax Rate	District Tax Due

Total

Schedule C:

Business Address	Suboutlet No.	Tax Area Code	Amount
Total			