

GUIDE TO PREPARE SALES TAX FOR BUSINESS WITH SINGLE LOCATION

The screenshot shows the 'Client Information' form with the following fields and values:

- Company Name or Business Trade Name (DBA):** 401-A IN STORE ONE LOCATION SALES
- Name of Owner, Corporation, LLC, Partnership, ...:** (Empty)
- Mailing Address:** 29200 LOS ANGELES STREET
- City:** LOS ANGELES
- State:** CA
- Zip code:** 90012
- County:** LOS ANGELES
- Street Address:** A
- City:** (Empty)
- State:** CA
- Zip code:** (Empty)
- Telephone:** (310) 531-3344
- Fax:** (Empty)
- Signer's Name & Title:** (Empty)
- Signer's Phone:** (310) 531-3344
- Filing Type:** Quarterly Without Prepayment
- Batch Type:** (Empty)
- Account Number:** SR AB 100-511155
- Tax Form:** 401-A (checked), 401-EZ, 401-GS Fuel Seller, Vending (checked), Sch. A - Multi District Sales, Sch. B
- Tax Code:** City Code XXXXX, Quarterly District Tax Area Code (594-1) (594-2) (594-3) (594-4), District Code XXXX, Business Code XXXX, Started Date mm/dd
- Location Table:**

Sub-Outlet No.	Address	City	Zip Code	County	City Code	District Tax	District Code

Arrows point from the text below to the 'Company Name', 'Mailing Address', 'City', 'State', 'Zip code', and 'Batch Type' fields.

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 zip code. Check box **401-A**. Click **"Save"**.

CSUTax 2018 - California Sales and Use Tax System 2018

Settings Database Client List BOE Quick Sales Tax Calculator Quick Guide Help

Login Printer Selection Open Tax Returns Help Exit

CSUTax2018 - California Sales and Use Tax System 2018
NPSYS CORPORATION

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CLIENT Information SALES TAX Preparation FORM / APPLICATION Report

Monthly Filing 2 401-EZ FILING COMPANY	Quarterly Filing Without Prepayment 401-A IN STORE ONE LOCATION SALES 401-A VENDING ONLY WITH MULTIPLE LOCATIONS BILLY BAOQUOC NGUYEN	Jan-Mar Apr-Jun Jul-Sep Oct-Dec	Quarterly Filing With Prepayment 401-A CHAIN RESTAURANTS INC. 401-A IN STORE PLUS VENDING SALES 401-A plus Sch. A & B TRADE SHOW SALES 401-EZ SINGLE DISTRICT SALES COMPANY 401-GS 2 GAS STATIONS PLUS VENDING SALES 401-GS GAS STATION & MINIMART INC. ALLIANCE MINIMART, INC.
Fiscal Year Filing ended Jun 30 401-A FISCAL YEAR 401-EZ FISCAL YEAR	Calendar Year Filing 401-A CALENDAR YEAR COMPANY 401-EZ CALENDAR COMPANY	Pending	

401-A IN STORE ONE LOCATION SALES 01/03/2018

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.

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3. Input Data:

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

After added **Nontaxable Sales** and **Other Nontaxable Deductions**. Our software will calculate and transfer all sales data and applicable sales taxes and tax amount due to tax forms and its schedules.

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Main Worksheet

SALES TAX PREPARATION FOR SINGLE LOCATION

Business Name: **401-A IN STORE ONE LOCATION SALES** Telephone: (310) 531-3344
 Next Client: 401-A IN STORE ONE LOCATION SALES
 Period: Jan-Mar
 For Period From: To:
 Last 4 digit zip code: 7072

Total Sales Schedule A Section D Cover Letter & Signed Date

☐ Calc from Line 12 ☐ Sales of Fixtures Equipment

	AMOUNT
1. TOTAL (gross) SALES.....1.	110,000
2. PURCHASES SUBJECT TO USE TAX.....2.	0
SECTION A. Full Deductions	3. 110,000
4. SALES TO OTHER RETAILER.....50.	0
5. NONTAXABLE SALES FOR FOOD PRODUCTS.....51.	0
6. NONTAXABLE LABOR (Repair and installation).....52.	10,000
7. SALES TO THE UNITED STATES GOVERNMENT.....53.	0
8. SALES IN INTERSTATE OR FOREIGN COMMERCE.....54.	0
9. SALES TAX (If any) INCLUDED ON LINE 1.....55.	8,257
10. OTHER (Clearly explain)90.	0
11. Total Non Taxable	List (10) Other 18,257
12. Total Taxable	91,743

Sales Tax Rounding Adjustment : 0

401 Late Filing Calculation

How Many Months Late Filing Payment (401) : 0

SECTION B. Tax Recovery Adjustments/Deductions

	COLUMN A	COLUMN B	TOTAL A AND B
1. BAD DEBT LOSSES ON TAXABLE SALES.....56.	0	0	0
2. BAD DEBT LENDER LOSSES.....62.	0	0	0
3. COSTS OF TAX-PAID PURCHASES RESOLD PRIOR.....57.	0	0	0
4. RETURNED TAXABLE MERCHANDISE.....58.	0	0	0
5. CASH DISCOUNT ON TAXABLE SALES.....59.	0	0	0

SECTION C. Partial Exemptions

1. TELEPRODUCTION EQUIPMENT.....64.	0	0	0
2. FARM EQUIPMENT.....65.	0	0	0
3. DIESEL FUEL USED IN FARMING AND FOOD.....66.	0	0	0
4. TIMBER HARVESTING EQUIPMENT AND MACH.....67.	0	0	0
5. RACEHORSE BREEDING STOCK.....68.	0	0	0

E Filing Report View / Print Tax Return Save Clear Close

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.

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401-A IN STORE ONE LOCATION SALES
29200 LOS ANGELES STREET, LOS ANGELES, CA 90012 * Tel. (310) 531-3344
SALES AND USE TAX CALCULATOR WORKSHEET
For Period Jan-Mar, 2018

<u>RETAIL</u>	
Taxable Sales & Nontaxable Sales	
Taxable Sales	
Retail Sales Including Sales Tax (R1)	\$100,459.00
Sales Tax Rate %	9.500%
(9). Sales Tax Due	\$8,716.00
(12). Taxable Sales	\$91,743.00
Nontaxable Sales	
(4). Sales To Other Retailers	\$0.00
(5). Nontaxable Sales for Food Products	\$0.00
(6). Nontaxable Labor (Repair and Installation)	\$10,000.00
(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	\$10,000.00
(1). Total (gross) Sales (R)	\$110,459.00
<u>Manufacturing and Research & Development Equipment Exemption (D)</u>	
Sales Tax Rate %	5.5625%
(9). Sales Tax Due	\$0.00
(12). Net Partial Exemption Taxable Sales	\$0.00
<u>TOTAL SALES</u>	
(12). Total Sales subject to Sales Tax	\$91,743.00
Total Nontaxable Sales & Other Deductions	\$10,000.00
(1). Total (Gross) Sales (Tax excluded) (R + D) – (9)	\$101,743.00
(9). Sales Tax Due	\$8,716.00
(1). TOTAL (Gross) SALES (R + D)	\$110,459.00

401-A IN STORE ONE LOCATION SALES
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SALES AND USE TAX CALCULATOR WORKSHEET
For Period Jan-Mar, 2018

<u>VENDING MACHINE FOOD SALES</u>	
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
<u>VENDING MACHINE SALES OF TANGIBLE PERSONAL PROPERTY</u>	
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
<u>VENDING MACHINE SALES OF PURIFIED DRINKING WATER</u>	
1. Gross Sales of Water (line 1)	\$0.00
Exempt - Water (line 5)	\$0.00

<u>TOTAL SALES</u>	
(12). Total Sales subject to Sales Tax	\$91,743.00
Total Nontaxable Sales & Other Deductions	\$10,000.00
(1). Total (Gross) Sales (Tax excluded) – (9)	\$101,743.00
(9). Sales Tax Due	\$8,716.00
(1). TOTAL (Gross) SALES	\$110,459.00
<u>TOTAL PURCHASES</u>	
Purchases Subject to Use Tax	\$0.00
Use Tax Rate %	9.5%
Use Tax	\$0.00
Total Purchases & Use Tax	\$0.00
<u>TOTAL SALES & USE TAX DUE</u>	
Retail Taxable Sales Tax	\$8,716.00
Partial Exemption Sales Tax	\$0.00
Vending Machine - Sales Tax	\$0.00
Sub Total	\$8,716.00
Purchases Use Tax	\$0.00
Total Sales & Use Tax Due	\$8,716.00

401-A IN STORE ONE LOCATION SALES

29200 LOS ANGELES STREET, LOS ANGELES, CA 90012 * Tel. (310) 531-3344

SALES AND USE TAX ELECTRONIC FILING REPORT

For Period JAN THRU MAR 2018

Account #: * Login Code:

	AMOUNT
<u>Sales and Purchase Information</u>	
1. Total Gross Sales	\$110,000.00
2. Purchases Subject to Use Tax	\$0.00
3. Total	\$110,000.00
<u>Deductions (Section A)</u>	
4. Sales To Other Retailers	\$0.00
5. Nontaxable Sales for Food Products	\$0.00
6. Nontaxable Labor (Repair and Installation)	\$10,000.00
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	\$8,257.00
10. Other (clearly explain)	
11. Total Deductions	\$18,257.00
12. Total Taxable Transactions	\$91,743.00
<u>Exemptions</u>	
Manufacturing and Research & Development Equipment Exemption	\$0.00
17. Combined State and Local Tax (1%) (see attached list)	\$917.00
<u>18. Total District Tax (Schedule A-1)</u>	
Computation Schedule for District Tax (see attached list)	\$91,743.00
Total District Tax	\$2,064.00
<u>Amount Due</u>	
19. Total Tax Due	\$8,715.00
21. Net Total Tax Due	\$8,715.00
Less Tax Prepayment	
1st Prepayment	\$0.00
2nd Prepayment	\$0.00
22. Less Tax Prepayment	\$0.00
23. Remaining Tax	\$8,715.00
24. Penalty	\$0.00
25. Interest (6% divided by 12) . Number of months overdue: 0	\$0.00
26. Total Amount Due	\$8,715.00

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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	\$91,743.00	0.0225	\$2,064.00
Total	\$91,743.00		\$2,064.00