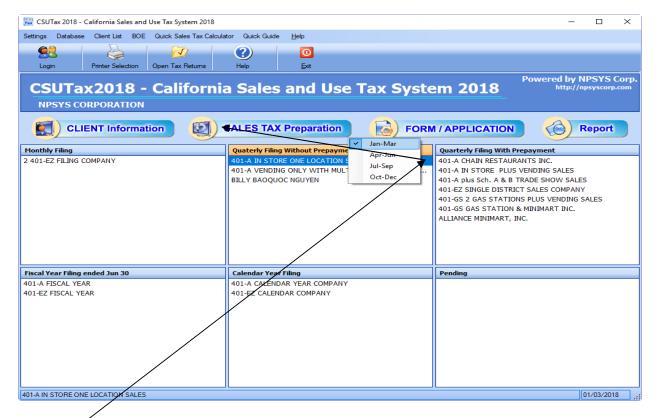
## **GUIDE TO PREPARE SALES TAX FOR BUSINESS WITH SINGLE LOCATION**

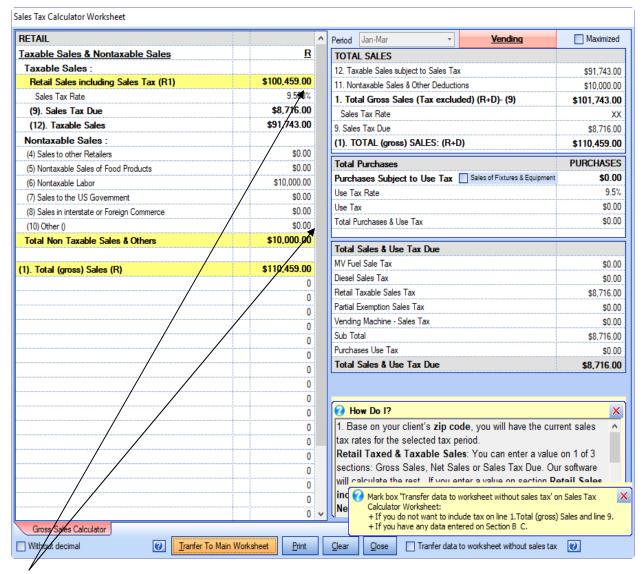
🔛 Client Information		- 🗆 X
CLIENT INFORMATION		
Company Name or Business Trade Name (DBA): 401-	A IN STORE ONE LOCATION SALES	
Name of Owner, Corporation, LLC, Partnership,		
Mailing Address: 2920	0 LOS ANGELES STREET	
gity: LOS	ANGELES State: CA v Zip code: 90012	County: LOS ANGELES
Street Andress: A	A	
(If different) City:	State: CA v Zip coder	
Telephone: (310)	) 531-3344 Fax:	
Signer's Name & Title:	Signer's hone: (110) 531-3344	
/	terly Without Prepayment (?) Bartch Type:	
SR AB 190-511155  Account 501-TK	Tax Form (?)  v 401-A	
Account #: Express Login Code:	XXXXX   (594-1) (594-2) (594-3) (594-4)   XXXX	<u>Save</u> <u>C</u> lose
Location		
Sub-Outlet No. Address City  Address Delete	Zip Code County Sity Code District Tax	District Code
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"**.

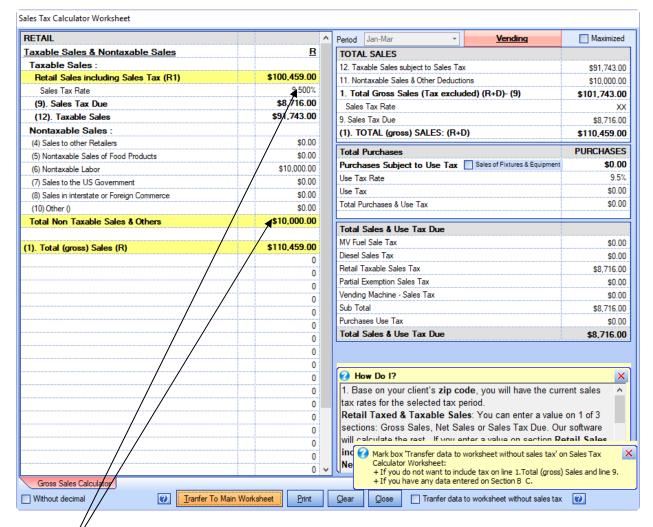


## 2. Select a client to Prepare Sales Tax:

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



Enter Sales data on Sales Tax Calculator Worksheet. Click **Amount Field** to enter (10) Other Nontaxable Deductions.



## 3. Input pata:

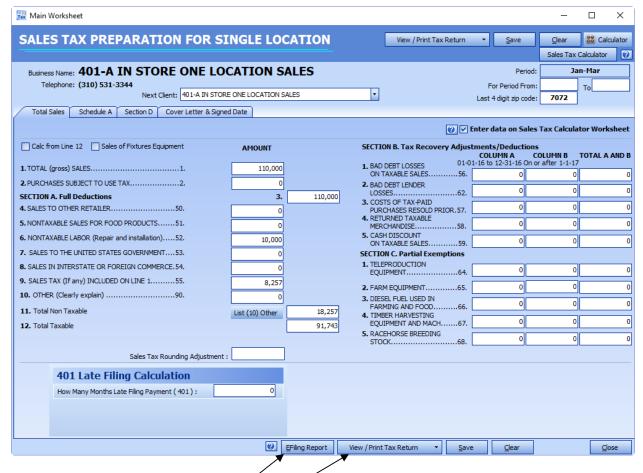
Enter a value either on 1 of 3 sections:

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

our software will show the results on the other sections.

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.

- Click box "Print" to view/print the worksheet.
- Click box "Transfer to Main Worksheet" to view/print E-fling report or paper tax form.



### 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.

# 29200 LOS ANGELES STREET, LOS ANGELES, CA 90012 \* Tel. (310) 531-3344 SALES AND USE TAX CALCULATOR WORKSHEET

## For Period Jan-Mar, 2018

RETAIL	
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
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	\$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

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# SALES AND USE TAX CALCULATOR WORKSHEET

For Period Jan-Mar, 2018

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

TOTAL SALES	
(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
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	
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

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
Sales and Purchase Information	
1. Total Gross Sales	\$110,000.00
2. Purchases Subject to Use Tax	\$0.00
3. Total	\$110,000.00
Deductions (Section A)	
4. Sales To Other Retailers	\$0.00
5. Nontaxable Sales for Food Products	\$0.00
6. Nontaxable Labor (Repair and Installation)	\$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
Exemptions	
Manufacturing and Research & Development Equipment Exemption	\$0.00
17. Combined State and Local Tax (1%) (see attached list)	\$917.00
18. Total District Tax (Schedule A-1)	
Computation Schedule for District Tax (see attached list)	\$91,743.00
Total District Tax	\$2,064.00
Amount Due	
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