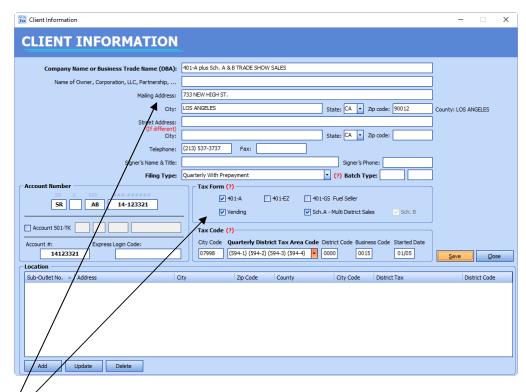
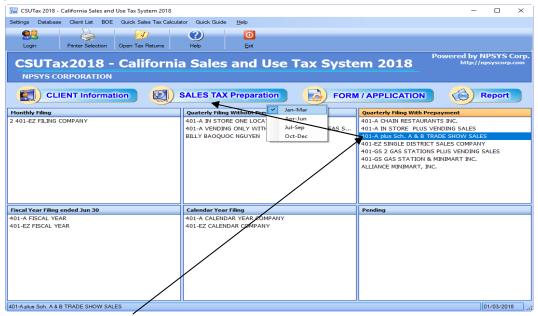
# GUIDE TO PREPARE SALES TAX FOR TRADE SHOW BUSINESS WITH MULTIPLE DISTRICT TAX AREAS SALES



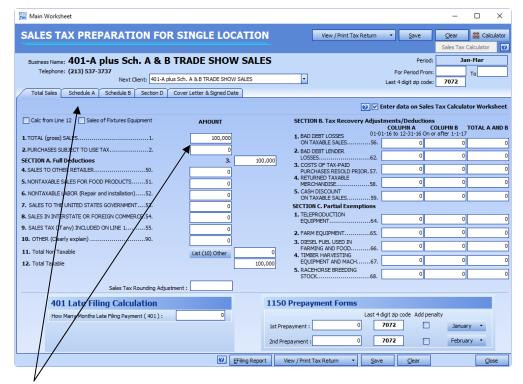
### 1. Input ¢lient's data:

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 & Sch. A-Multiple District Sales** Click **"Save".** 

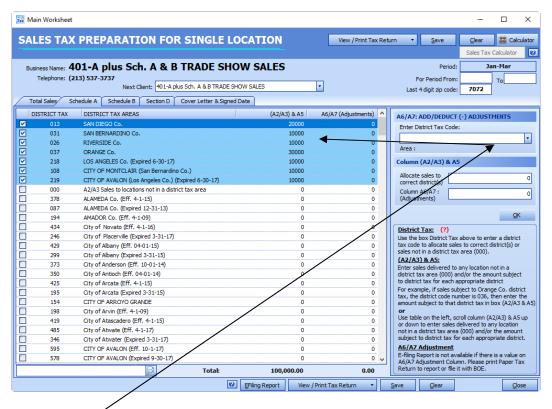


#### 2. Select a client to Prepare Sales Tax:

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



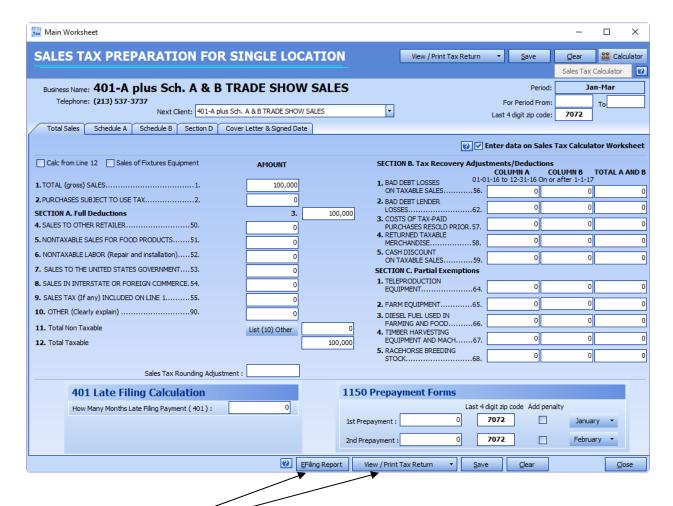
Enter Total Taxable Sales without tax on line 1. Then click tab Schedule A



#### 3. Input Data:

Enter taxable sales without tax for each district tax area. Total all areas should be equal to line 1 Total Gross Sales without tax. Our software will calculate and transfer all sales data and applicable sales taxes and tax amount due to tax forms and its schedules.

Click tab "Total Sales" to go back to the 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.
- 2. **File paper forms**: Click View/Print Tax Return to have paper tax forms to send it to BOE.

# 401-A plus Sch. A & B TRADE SHOW SALES

733 NEW HIGH ST., LOS ANGELES, CA 90012 \* Tel. (213) 537-3737

# SALES AND USE TAX ELECTRONIC FILING REPORT

For Period JAN THRU MAR 2018 Account #: 14123321 \* Login Code:

	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	\$0.00
10. Other (clearly explain)	φσισσ
11. Total Deductions	\$0.00
12. Total Taxable Transactions	\$100,000.00
<u>Exemptions</u>	
Manufacturing and Research & Development Equipment Exemption	\$0.00
17. Combined State and Local Tax (1%) (see attached list)	\$1,000.00
18. Total District Tax (Schedule A-1)	
Computation Schedule for District Tax (see attached list)	\$100,000.00
Total District Tax	\$425.00
Amount Due	
19. Total Tax Due	\$7,675.00
21. Net Total Tax Due	\$7,675.00
Less Tax Prepayment	
1st Prepayment	\$0.00
2nd Prepayment	\$0.00
22. Less Tax Prepayment	\$0.00
23. Remaining Tax	\$7,675.00
24. Penalty 10%	\$0.00
25. Interest (6% divided by 12). Number of months overdue: 0	\$0.00
26. Total Amount Due	\$7,675.00

## 401-A plus Sch. A & B TRADE SHOW SALES

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# SALES AND USE TAX ELECTRONIC FILING REPORT

For Period JAN THRU MAR 2018 Account #: 14123321 \* Login Code:

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

District Tax Area	Transaction subject to Local Tax	Tax Rate	District Tax Due
CITY OF AVALON (Los Angeles Co.) (Expired 6	\$10,000.00	0	\$0.00
CITY OF MONTCLAIR (San Bernardino Co.) - 1	\$10,000.00	0.0075	\$75.00
LOS ANGELES Co. (Expired 6-30-17) - 218	\$10,000.00	0	\$0.00
ORANGE Co 037	\$30,000.00	0.005	\$150.00
RIVERSIDE Co 026	\$10,000.00	0.005	\$50.00
SAN BERNARDINO Co 031	\$10,000.00	0.005	\$50.00
SAN DIEGO Co 013	\$20,000.00	0.005	\$100.00
Total	\$100,000.00		\$425.00