

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

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-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.

Business Name: **401-A plus Sch. A & B TRADE SHOW SALES**
 Telephone: (213) 537-3737
 Next Client: 401-A plus Sch. A & B TRADE SHOW SALES

Period: **Jan-Mar**
 For Period From: To
 Last 4 digit zip code: **7072**

Calc from Line 12 Sales of Fixtures Equipment

SECTION A. Full Deductions

AMOUNT	AMOUNT
1. TOTAL (gross) SALES..... 1.	100,000
2. PURCHASES SUBJECT TO USE TAX..... 2.	0
3.	100,000
4. SALES TO OTHER RETAILER..... 50.	0
5. NONTAXABLE SALES FOR FOOD PRODUCTS..... 51.	0
6. NONTAXABLE LABOR (Repair and installation)..... 52.	0
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.	0
10. OTHER (Clearly explain)..... 90.	0
11. Total Not Taxable	0
12. Total Taxable	100,000

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

401 Late Filing Calculation
 How Many Months Late Filing Payment (401) : 0

1150 Prepayment Forms
 Last 4 digit zip code: 7072
 1st Prepayment: 0 January
 2nd Prepayment: 0 February

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

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DISTRICT TAX	DISTRICT TAX AREAS	(A2/A3) & A5	A6/A7 (Adjustments)
<input checked="" type="checkbox"/>	013 SAN DIEGO Co.	20000	0
<input checked="" type="checkbox"/>	031 SAN BERNARDINO Co.	10000	0
<input checked="" type="checkbox"/>	026 RIVERSIDE Co.	10000	0
<input checked="" type="checkbox"/>	037 ORANGE Co.	30000	0
<input checked="" type="checkbox"/>	218 LOS ANGELES Co. (Expired 6-30-17)	10000	0
<input checked="" type="checkbox"/>	108 CITY OF MONTCLAIR (San Bernardino Co.)	10000	0
<input checked="" type="checkbox"/>	219 CITY OF AVALON (Los Angeles Co.) (Expired 6-30-17)	10000	0
<input type="checkbox"/>	000 A2/A3 Sales to locations not in a district tax area	0	0
<input type="checkbox"/>	378 ALAMEDA Co. (Eff. 4-1-15)	0	0
<input type="checkbox"/>	087 ALAMEDA Co. (Expired 12-31-13)	0	0
<input type="checkbox"/>	194 AMADOR Co. (Eff. 4-1-09)	0	0
<input type="checkbox"/>	434 City of Novato (Eff. 4-1-16)	0	0
<input type="checkbox"/>	246 City of Placerville (Expired 3-31-17)	0	0
<input type="checkbox"/>	429 City of Albany (Eff. 04-01-15)	0	0
<input type="checkbox"/>	299 City of Albany (Expired 3-31-15)	0	0
<input type="checkbox"/>	373 City of Anderson (Eff. 10-01-14)	0	0
<input type="checkbox"/>	350 City of Antioch (Eff. 04-01-14)	0	0
<input type="checkbox"/>	425 City of Arcata (Eff. 4-1-15)	0	0
<input type="checkbox"/>	195 City of Arcata (Expired 3-31-15)	0	0
<input type="checkbox"/>	154 CITY OF ARROYO GRANDE	0	0
<input type="checkbox"/>	198 City of Arvin (Eff. 4-1-09)	0	0
<input type="checkbox"/>	419 City of Atascadero (Eff. 4-1-15)	0	0
<input type="checkbox"/>	485 City of Atwater (Eff. 4-1-17)	0	0
<input type="checkbox"/>	346 City of Atwater (Expired 3-31-17)	0	0
<input type="checkbox"/>	595 CITY OF AVALON (Eff. 10-1-17)	0	0
<input type="checkbox"/>	578 CITY OF AVALON (Expired 9-30-17)	0	0
Total:		100,000.00	0.00

A6/A7: ADD/DEDUCT (-) ADJUSTMENTS
 Enter District Tax Code:
 Area:
 Column (A2/A3) & A5
 Allocate sales to correct district:
 Column A6/A7: (Adjustments)

District Tax: (?)
 Use the box District Tax above to enter a district tax code to allocate sales to correct district(s) or sales not in a district tax area (000).
(A2/A3) & A5:
 Enter sales delivered to any location not in a district tax area (000) and/or the amount subject to district tax for each appropriate district.
 For example, if sales subject to Orange Co. district tax, the district code number is 036, then enter the amount subject to that district tax in box (A2/A3 & A5).
A6/A7 Adjustment:
 E-filing Report is not available if there is a value on A6/A7 Adjustment Column. Please print Paper Tax Return to report or file it with BOE.

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.

Main Worksheet

SALES TAX PREPARATION FOR SINGLE LOCATION

View / Print Tax Return Save Clear Calculator

Sales Tax Calculator

Business Name: **401-A plus Sch. A & B TRADE SHOW SALES** Period: **Jan-Mar**
 Telephone: (213) 537-3737
 Next Client: 401-A plus Sch. A & B TRADE SHOW SALES For Period From: To:
 Last 4 digit zip code: **7072**

Total Sales Schedule A Schedule B Section D Cover Letter & Signed Date

Enter data on Sales Tax Calculator Worksheet

Calc from Line 12 Sales of Fixtures Equipment

	AMOUNT		
1. TOTAL (gross) SALES.....1.	100,000		
2. PURCHASES SUBJECT TO USE TAX.....2.	0		
SECTION A. Full Deductions		3.	100,000
4. SALES TO OTHER RETAILER.....50.	0		
5. NONTAXABLE SALES FOR FOOD PRODUCTS.....51.	0		
6. NONTAXABLE LABOR (Repair and installation).....52.	0		
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.	0		
10. OTHER (Clearly explain)90.	0		
11. Total Non Taxable	List (10) Other		0
12. Total Taxable			100,000

Sales Tax Rounding Adjustment : 0

401 Late Filing Calculation

How Many Months Late Filing Payment (401) : 0

1150 Prepayment Forms

Last 4 digit zip code Add penalty

1st Prepayment : 0 **7072** January

2nd Prepayment : 0 **7072** February

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.

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
<u>Sales and Purchase Information</u>	
1. Total Gross Sales	\$100,000.00
2. Purchases Subject to Use Tax	\$0.00
3. Total	\$100,000.00
<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)	\$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)	
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
<u>18. Total District Tax (Schedule A-1)</u>	
Computation Schedule for District Tax (see attached list)	\$100,000.00
Total District Tax	\$425.00
<u>Amount Due</u>	
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

