

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

**CLIENT INFORMATION**

Company Name or Business Trade Name (DBA): 401-A plus Sch. A & B TRADE SHOW SALES

Mailing Address: 733 NEW HIGH ST.  
City: LOS ANGELES State: CA Zip code: 90012 County: LOS ANGELES

Street Address: (if different)  
City: State: CA Zip code:

Telephone: (213) 537-3737 Fax:

Signer's Name & Title: Signer's Phone:

Filing Type: Quarterly With Prepayment (?) Batch Type:

Account Number: SR AB 14-123321

Tax Form (?):  
 401-A  401-EZ  401-GS Fuel Seller  
 Vending  Sch. A - Multi District Sales  Sch. B

Tax Code (?):  
 City Code: 07998 Quarterly District Tax Area Code: (218-1) (218-2) (218-3) (218-4) District Code: 0000 Business Code: 0015 Started Date: 01/05

Location Table:

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

Buttons: Add, Update, Delete, Save, Close

## 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"**.

CSUTax 2013 - California Sales and Use Tax System 2013

CLIENT INFORMATION SALES TAX Preparation FORM / APPLICATION Report

Without 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.
- RO ARCO, INC.
- BOBA FOR YOU INC.
- BRANDESSA, INC. DBA THE KICKIN' CRAB
- CLAWS RESTAURANT, INC.
- COM TRAN TRAN QUY CAP
- DUC NINH CORPORATION DBA THE KICKIN' CRAB
- KC OF IRVINE, INC DBA KICKIN CRAB

Quarterly Filing With Prepayment

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

## 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.

Worksheet

**SALES TAX PREPARATION FOR SINGLE LOCATION**

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

Total Sales | Schedule A | Schedule B | Cover Letter & Signed Date

	AMOUNT
1. TOTAL (gross) SALES.....1.	100,000
2. PURCHASES SUBJECT TO USE TAX.....2.	0
3.	100,000

**SECTION A. Full Deductions**

- SALES TO OTHER RETAILER.....50.
- NONTAXABLE SALES FOR FOOD PRODUCTS.....51.
- NONTAXABLE LABOR (Repair and installation).....52.
- SALES TO THE UNITED STATES GOVERNMENT.....53.
- SALES IN INTERSTATE OR FOREIGN COMMERCE.....54.
- SALES TAX (if any) INCLUDED ON LINE 1.....55.
- OTHER (clearly explain).....90.

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

**SECTION B. Tax Recovery Adjustments/Deductions**

	COLUMN A Prior to 1-1-13	COLUMN B On or after 1-1-13	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**

- TELEPRODUCTION EQUIPMENT.....64.
- FARM EQUIPMENT.....65.
- DIESEL FUEL USED IN FARMING AND FOOD.....66.
- TIMBER HARVESTING EQUIPMENT AND MACH.....67.
- RACEHORSE BREEDING STOCK.....68.

Buttons: E Filing Report | View / Print Tax Return | Save | Clear | Close

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

Worksheet

**SALES TAX PREPARATION FOR SINGLE LOCATION**

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

Total Sales | **Schedule A** | Schedule B | Cover Letter & Signed Date

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. (Eff. 7-1-09)	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.) (Eff. 7-1-09)	10000	0
<input type="checkbox"/>	000 A2/A3 Sales to locations not in a district tax area	0	0
<input type="checkbox"/>	087 ALAMEDA Co.	0	0
<input type="checkbox"/>	194 AMADOR Co. (Eff. 4-1-09)	0	0
<input type="checkbox"/>	246 City of Placerville (Eff. 4-1-11)	0	0
<input type="checkbox"/>	299 City of Albany (Eff. 04-01-13)	0	0
<input type="checkbox"/>	195 City of Arcata (Eff. 4-1-09)	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"/>	346 City of Atwater (Eff. 04-01-13)	0	0
<input type="checkbox"/>	230 City of Calexico (Eff. 10-1-10)	0	0
<input type="checkbox"/>	282 City of Campbell	0	0
<input type="checkbox"/>	333 City of Campbell (Eff. 04-01-13)	0	0
<input type="checkbox"/>	335 City of Capitola (Eff. 04-01-13)	0	0
<input type="checkbox"/>	114 CITY OF CAPITOLA (Santa Cruz Co.)	0	0
<input type="checkbox"/>	315 City of Carmel (Eff. 04-01-13)	0	0
<input type="checkbox"/>	232 City of Cathedral City (Eff. 10-1-10)	0	0
<input type="checkbox"/>	173 CITY OF CERES	0	0
<input type="checkbox"/>	058 CITY OF CLEARLAKE (Lake Co.)	0	0
<input type="checkbox"/>	307 City of Commerce (Eff. 04-01-13)	0	0
<b>Total</b>		<b>100,000.00</b>	<b>0.00</b>

**A6/A7: ADD/DEDUCT (-) ADJUSTMENTS**  
 Enter District Tax Code: 037

**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)  
**or**  
 Use table on the left, scroll column (A2/A3) & A5 up or down to 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.

Buttons: E Filing Report | View / Print Tax Return | Save | Clear | Close

### 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.

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 Cover Letter & Signed Date

	AMOUNT	SECTION B. Tax Recovery Adjustments/Deductions		
		COLUMN A	COLUMN B	TOTAL A AND B
		Prior to 1-1-13	On or after 1-1-13	
1. TOTAL (gross) SALES.....1.	100,000			
2. PURCHASES SUBJECT TO USE TAX.....2.	0			
<b>SECTION A. Full Deductions</b>				
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: 7072 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.

-0-0-0-

**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 2013

Account #: 14123321 \* Login Code:

	<b>AMOUNT</b>
<b><u>Sales and Purchase Information</u></b>	
<b>1. Total Gross Sales</b>	<b>\$100,000.00</b>
2. Purchases Subject to Use Tax	\$0.00
<b>3. Total</b>	<b>\$100,000.00</b>
<b><u>Deductions (Section A)</u></b>	
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)	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
<b>11. Total Deductions</b>	<b>\$0.00</b>
<b>12. Total Taxable Transactions</b>	<b>\$100,000.00</b>
<b>17. Combined State and Local Tax (1%)</b> (see attached list)	<b>\$1,000.00</b>
<b><u>18. Total District Tax (Schedule A-1)</u></b>	
Computation Schedule for District Tax (see attached list)	\$100,000.00
<b>Total District Tax</b>	<b>\$775.00</b>
<b><u>Amount Due</u></b>	
<b>19. Total Tax Due</b>	<b>\$8,275.00</b>
21. Net Total Tax Due	<b>\$8,275.00</b>
Less Tax Prepayment	
1st Prepayment	\$0.00
2nd Prepayment	\$0.00
22. Less Tax Prepayment	\$0.00
<b>23. Remaining Tax</b>	<b>\$8,275.00</b>
24. Penalty 10%	\$0.00
25. Interest (6% divided by 12) . Number of months overdue: 0	\$0.00
<b>26. Total Amount Due</b>	<b>\$8,275.00</b>

