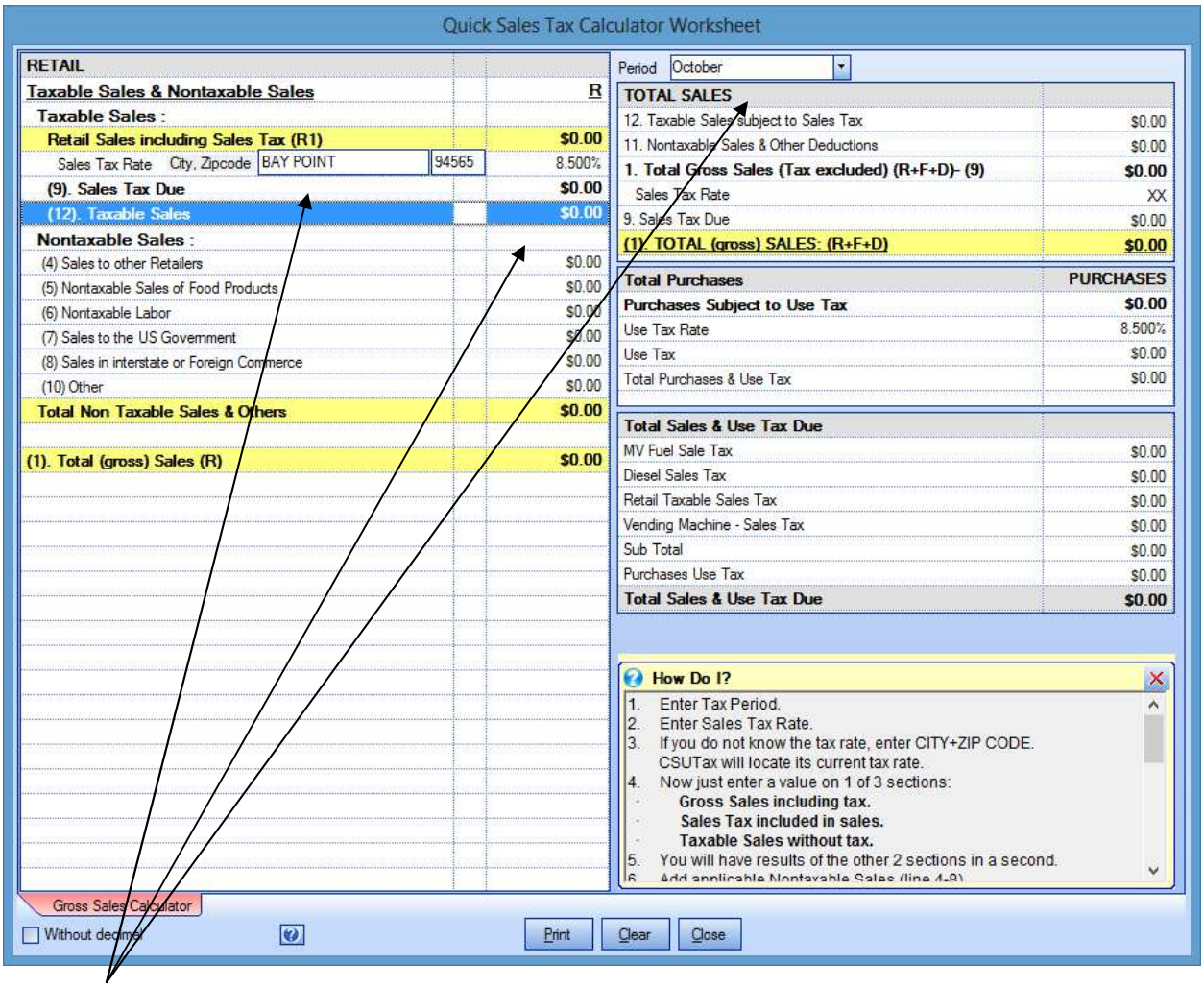
Guide to use Quick Sales Tax Calculator Worksheet



1. Enter Tax Period.
2. Enter Sales Tax Rate.
   If you do not know the tax rate, enter **CITY+ZIP CODE**. CSUTax will locate its current tax rate.
3. Now just enter a value on 1 of 3 sections:
   - **Gross Sales including tax (R1)**
   - **Sales Tax included in sales (9)**
   - **Taxable Sales without tax (12)**

   You will have results of the other 2 sections in a second.
4. Add applicable Nontaxable Sales (line 4-8).
5. Add Other Nontaxable Deductions (line 10) by **click on value field** to Add or Edit:
   Click Add and repeat if additional items need to be added. When you finished, **click Save & Close**.

You are done!

Click on **Print** to view and print a report.
Click on **Clear** to re-enter new data.

Note:

- Quick Sales Tax Calculator is only for a business with single district tax area. Other type of business such as multiple district tax areas sales, vending sales, chain stores, chain restaurants, Gas Station needs to purchase our full version.
- To print an E-filing report or paper tax return you need to purchase our full version.