

RECORD OF SALES TAX EXEMPTIONS

SALES TAX EXEMPTION REPORTING FORM INSTRUCTIONS:

For audit purposes, this form is to be used to help businesses track and report exempt sales. We encourage businesses to use this form or provide any documentation if there are exempt sales to claim.

***All information must remain true to value with the submitted sales tax report.**

DIRECTIONS TO FILL OUT EXEMPT FORM:

1. Fill in a line for each exempt sale.

> If the exemption for that category is not listed, fill out the information in “Other Exempt Sales” and explanation on the right column.

2. The entered amount will be the same amount that is exempt.

> *EXAMPLE:* If a Single Unit Sale or Service is \$6,200.00, \$1,200.00 or etc. would be listed on the line as the exempt amount.

3. Calculate the appropriate columns under ‘Total’.

> Enter the amount on Line 2 on the Sales Tax Reporting Form.

> When completed, attach exemption form and submit with the Sales Tax Reporting form.

- Please keep a copy for your records!

Return with Monthly/Quarterly Sales Tax Return to:

City of Whittier
PO Box 608
Whittier, AK 99693

RECORD OF SALES TAX EXEMPTIONS

DATE: _____

NAME OF BUSINESS: _____

MONTH OR QUARTERLY REPORTING: _____

****FILL IN THE EXEMPT AMOUNT, NOT THE TOTAL SALE****

Transaction Date:	Customer or Business Name / Government Agency or Non-Profit	Local, State or Federal Sales	Retail Sales (Food stamp or Non-tax food items)	Above \$5,000.00 (Single Unit Sale)	Other Exempt Sales <i>(please explain)</i>	Explanation:
TOTAL:						

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