



## CITY OF WHITTIER SALES TAX EXEMPTION REPORTING FORM INSTRUCTIONS

This form is to be used to help businesses track and report exempt sales. We encourage businesses to use this form, but at this time it is not mandatory unless you have exempt sales. If a business can successfully keep track of exempt sales in a different manner, feel free to use your own system, as long as it has the same information included when you send in your report. Also, please feel free to comment on the usefulness of this form. Keeping track of exemptions well enough to stand up to an audit seems to be somewhat of an issue, so we are trying to find ways that will help the businesses keep track of exempt sales for the purpose of reporting to the City of Whittier.

### DIRECTIONS IN FILLING OUT EXEMPT FORM:

1. Fill in a line for each exempt sale. If the exemption for that category is not listed, write it in "Other Exempt Sales" and write exempt explanation in the column on the right.
2. The amount to be entered is the amount of the sale that is exempt.  
**EXAMPLE:** If a Single Unit Sale or Service is \$6200.00, \$1200.00 would be listed on the line since it is the exempt amount.
3. Total your columns and enter on Line 2 of your Sales Tax Reporting Form. Send a copy of this form with your Sales Tax Reporting Form.

For Questions about the form or other sales tax questions, please do not hesitate to call 907-472-2327 ext. 2