

CAMPUS & LOCATION TAX REPORT FOR TEXAS SALES & USE TAX RETURN

Revised July 2021

For specific questions on Texas sales and use tax, contact
Accounting Manager Director of Business

Instructions:
 *Use your Sales Tax Worksheet as your point of reference.
 1. Complete this report, month by month, for the reporting period.
 2. Submit this report to the Accounting Manager Director of Business by the deadline.

PRINCIPAL/DIRECTOR:
 1. Submit this report to the Accounting Manager Director of Business by the deadline.
 2. Email this report to the Accounting Manager Director of Business by the deadline.
 If the 7th falls on a weekend or holiday, forms are due the following business day.
*****IMPORTANT*****
 Per Texas Comptroller's Office, forms not received by the deadline will be charged a penalty of up to 10% of the district's total sales tax for the month, plus discounts taken.

Filing Month: / District:

Reporting Period:

Campus/Department to complete this field only (In Whole Dollars):

Enter Total Sales for this reporting period: Per Sales Tax Worksheet "Total Sales"

Enter Total Taxable Sales: Per Sales Tax Worksheet "Total Taxable Sales"

The fields below will automatically fill: (Should match Sales Tax Worksheet)

City and MTA or SPD Sales Tax:

State Sales Tax (6.25% + 0.005):

Local Sales Tax (City and MTA or SPD)

Local Sales Tax:

City and MTA or SPD Sales Tax:

AL A D E: (Should match Sales Tax Posting Form total)

Reporting Period:

Forward Sales Tax Worksheet Monthly Summary & Sales Tax Posting Form to Dora Thrash