

INSTRUCTIONS FOR COMPLETING TEXAS SALES AND USE TAX RETURN



CAROLE KEETON STRAYHORN • TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

GENERAL INSTRUCTIONS

WHO MUST FILE THE LONG FORM? If you meet any one of the following criteria, you must file the long form:

- you have more than one outlet;
- you report tax to more than one city, transit authority (MTA/CTD), county or special purpose district (SPD);
- you prepay your state and local taxes;
- you ship outside a transit authority (MTA/CTD);
- you report use tax from out-of-state locations;
- you are a city, county, or special purpose district that has chosen to retain your own local sales and use tax as authorized by the Texas Tax Code;
- you have taken credit for taxes paid in error on purchases; or
- you have custom broker refunds to report.

Returns must be filed for every period even if there is no amount subject to tax or any tax due. Complete and detailed records must be kept of all sales as well as any deductions claimed so that returns can be verified by a state auditor. Failure to file this return and pay applicable tax may result in collection action as prescribed by Title 2 of the Tax Code.

WHEN TO FILE - Returns must be filed or postmarked on or before the 20th day of the month following the end of each reporting period. If the due date falls on a Saturday, Sunday or legal holiday, the next business day will be the due date.

BUSINESS CHANGES - The boxes to the right of the taxpayer name and mailing address should be blackened if your mailing address has changed, if you are no longer in business, if you added a new location, or if one of your locations is out of business or has changed addresses. If you prefer, you may make these changes via voice mail by calling 1-800-224-1844.

INSTRUCTIONS FOR FILING AMENDED TEXAS SALES AND USE TAX RETURNS - To request forms to file an amended return, call 1-800-252-5555 toll free nationwide. The Austin number is 512-463-4600. Forms may be picked up at the Comptroller's field office nearest you; OR you may photocopy the original, write "AMENDED RETURN" at the top, strike through Item a, strike through those figures that have changed, and write the new figures on the return. Sign and date the amended return.

FOR ASSISTANCE - If you have any questions regarding sales tax, you may contact the Texas State Comptroller's field office in your area or call 1-800-252-5555, toll free, nationwide. The Austin number is 512/463-4600. If you are calling from a Telecommunications Device for the Deaf (TDD), our toll free number is 1-800-248-4099, or in Austin, 512/463-4621.

If any amounts entered are negative, bracket them as follows: <xxx,xxx.xx>.

Disclosure of your social security number is required and authorized under law, for the purpose of tax administration and identification of any individual affected by applicable law. 42 U.S.C. sec. 405(c)(2)(C)(i); Tex. Govt. Code secs. 403.011 and 403.078. Release of information on this form in response to a public information request will be governed by the Public Information Act, Chapter 552, Government Code, and applicable federal law.

Item c. If the return is not preprinted, enter the taxpayer number as shown on your sales tax permit. If you have not received your sales tax permit and you are a sole owner, enter your Social Security number. For other types of organizations, enter the Federal Employer's Identification Number (FEIN) assigned to your organization.

Item j. Indicate if you are taking a credit to reduce taxes due on this return for taxes you paid in error on your own purchases by blackening the appropriate box. If you answered "YES," you must complete and submit Form 01-148, Credits and Customs Broker Schedule with your return. Examples of these credits include, but are not limited to the following:

- mistakenly paid tax to a vendor on exempt manufacturing equipment.
- accrued tax on a non-taxable purchase in error.
- accrued AND paid tax on a taxable purchase.

Local tax (city, county, MTA, CTD, and SPD taxes) can be included in the credit examples above only if the purchaser reported to the same local jurisdictions as the vendor. If the local tax jurisdictions do not match, or if the jurisdiction for which the local tax was collected is not known, a refund claim must be filed for the local tax. See the Comptroller's web site at http://www.window.state.tx.us/taxinfo/taxpubs/tx94_156.html for refund instructions.

Item k. Indicate if you refunded sales tax for items exported outside the U.S. based on a Texas Licensed Customs Broker Export Certificate by blackening the appropriate box. If you answer "YES," you must complete and submit Form 01-148, Credits and Customs Broker Schedule with your return.

Items 1 through 7. If you have more than one place of business, you must file the outlet supplement (Form 01-115) with the Texas Sales and Use Tax Return. Items 1 through 7 on the outlet supplement are the same as items 1 through 7 on the Texas Sales and Use Tax Return, Form 01-114.

Item 1. Enter the total amount (not including tax) of all services and sales, leases and rentals of tangible personal property made during the reporting period for each outlet. Report whole dollars only. Enter "0" if no sales were made during the current reporting period.

Item 2. Enter the total amount of taxable services and taxable sales, leases and rentals of tangible personal property made during the reporting period for each outlet. This amount is the total sales made LESS any deductions. A deduction is the cost of an item or service purchased tax paid, intended for resale. Report whole dollars only. Enter "0" if you have no taxable sales to report.

Item 3. Enter the total amount of taxable purchases that were bought for your own use. This includes purchases from Texas or out-of-state sellers, items taken out of inventory for use, items given away, and items purchased for an exempt use but actually used in a taxable manner. Taxable purchases do not include inventory items being held exclusively for resale. Report whole dollars only. Enter "0" if you have no taxable purchases to report.

Item 4. Add Taxable Sales (Item 2) to Taxable Purchases (Item 3), and enter the result in Item 4. Do not include Total Sales (Item 1) in this total. Report whole dollars only.

Item 5. To report local tax by outlet, the amount subject to local tax must be the same for all local taxing authorities (city, transit, county and/or SPD) for that outlet. If any of these local amounts are different for the outlet, you MUST report your local tax on the List Supplement (Form 01-116-A). Report whole dollars only. If "NOT APPLICABLE" is preprinted in Item 5, do not enter an amount.

Item d. If the return is not preprinted, enter the filing period of this report (month, quarter or year) and the last day of the period in the space provided. Examples: "Quarter Ending 09-30-04" "Month Ending 10-31-04" "Year Ending 12-31-04."

RT000000		AAAA
 01-114 (Rev. 1-05/34)		
a. <input type="checkbox"/> b. <input type="checkbox"/> TEXAS SALES AND USE TAX RETURN c. Taxpayer number <input type="checkbox"/> d. Filing period <input type="checkbox"/>		
IMPORTANT Taxpayer name and mailing address (Make corrections next to any incorrect information we have on file about you. Contact us at the address or toll-free number listed on this form.) g. <input type="text"/>		
You have certain rights under Ch. 559, Government Code, to review, request, and correct information we have on file about you. Contact us at the address or toll-free number listed on this form.		
j. Are you taking credit to reduce taxes due on this return for taxes you paid in error on your own purchases? (Blacken appropriate box) YES <input type="checkbox"/> NO <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> k. Did you refund sales tax for items exported outside the U.S. based on a Texas Licensed Customs Broker Export Certificate? (Blacken appropriate box) YES <input type="checkbox"/> NO <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>		
If you answered yes to either question j or k, you must complete Form 01-148 and submit it with your return.		
1. TOTAL SALES (Whole dollars only) <input type="checkbox"/> 2. TAXABLE SALES (Whole dollars only) <input type="checkbox"/> 3. TAXABLE PURCHASES (Whole dollars only) <input type="checkbox"/> 4. Amount subject to state tax (Item 2 plus Item 3) <input type="checkbox"/> 5. Amount subject to local tax (Amount for city, transit, county and SPD must be equal.) <input type="checkbox"/>		
■ STATE TAX <input type="checkbox"/>		
8. Total tax due (from all outlets or list supplements) <input type="checkbox"/>		
01-114 (Rev. 1-05/34) AAAA 9. Prepayment credit <input type="checkbox"/> 10. Adjusted tax due (Item 8 minus Item 9) <input type="checkbox"/> 11. TIMELY FILING DISCOUNT <input type="checkbox"/> 12. Prior payments <input type="checkbox"/> 13. Net tax due (Item 10 minus Items 11 & 12) <input type="checkbox"/> 14. Penalty and interest (See instructions) <input type="checkbox"/> 15. TOTAL STATE AND LOCAL AMOUNT DUE (Item 13 plus Item 14) <input type="checkbox"/>		
Mail to: COMPTROLLER OF PUBLIC ACCOUNTS 111 E. 17th Street Austin, TX 78774-0100		
■ T Code ■ Taxpayer number ■ Period		
Taxpayer name <input type="text"/> I declare that the information in this document and any attachments is true and correct to sign here <input type="checkbox"/> Taxpayer or duly authorized agent <input type="checkbox"/> Date <input type="checkbox"/>		

INSTRUCTIONS

Item I. If you had zero to report in Items 1, 2, and 3 for all outlets during this filing period, blacken this box, sign and date this return and mail to the Comptroller's office.

SEE INSTRUCTIONS FORM 01-922

• Do not write in shaded areas.

Page 1 of

f. Due date

e.

MAKE COPIES FOR YOUR RECORDS

- Blacken this box if your mailing address has changed. Show changes by the preprinted information. 1.
- Blacken this box if you are no longer in business. Write in the date you went out of business. 2.
- Blacken this box if one of your locations is out of business or has changed its address. 3.

h.

i.

I. NO SALES - If you had zero to report in Items 1, 2 and 3 for ALL locations for this filing period, blacken this box, sign and date this return and mail it to the Comptroller's office.

**TURN MUST BE FILED
IF NO TAX IS DUE**

PLEASE PRINT YOUR NUMERALS LIKE THIS

0 1 2 3 4 5 6 7 8 9

location (outlet) name and address
(use a P.O. Box address.)

Outlet no.

OF TAX DUE FOR THIS OUTLET (Dollars and cents)

"Amount subject to tax" by "TAX RATE" for state and local tax due)

RATES

7a. State tax (include in Item 8a)

=

7b. Local tax (include in Item 8b)

=

K - Column a

■ LOCAL TAX - Column b

amount due

AMOUNT PAID

and 15b. Make check
COMPTROLLER.....

15b. Total local amount due

I declare under penalty of perjury, to the best of my knowledge.

Daytime phone (Area code & number)

n.

Item 6. If the return is not preprinted, enter the trade name, actual location and five digit outlet number shown on your sales tax permit for each outlet you are reporting. Use street address or meaningful directions. Do not use P.O. Box or Rural Route Number. Example: "3 miles south of FM1960 on Jones Road."

- If you do not have a permit, leave outlet number blank.
- If you are reporting use tax from out of state locations, use outlet number "00000."
- If the physical location (outlet) is no longer in business, write "out of business" and date of closing next to any outlet that is no longer in business.
- If the physical location address is different than the preprinted physical location address, make correction next to the incorrect information.
- If a new outlet has been opened, write the outlet trade name, actual location and opening date in a blank space on the return along with a brief description of the business.

Item 7(a,b). Multiply Item 4 by the state tax rate and enter in Item 7a. Multiply Item 5 by the local tax rate and enter in Item 7b. If your return is not pre-printed, refer to the booklet, Texas Sales and Use Tax Rates (Pub. 96-132) for a list of the current city, transit, county and SPD rates. If "USE LIST" is preprinted in Item 7b, report the tax on the Texas List Supplement (Form 01-116).

Item 8. Combine the state sales tax due from all outlets (Items 7a) and enter the total tax in Column a. Combine local sales tax due from Item 7b from all pages and enter the total tax in Column b.

Item 9. The amount preprinted in Item 9 includes the amount of your prepayment plus the allowable prepayment discount.

- If you prepaid timely and the amount is not printed in Item 9, calculate the credit by dividing the amount you prepaid by .9825 and enter the result in Item 9.
- If the total tax due in either column of Item 8 is greater than the prepayment, enter the difference in Item 10. Multiply the difference by .005 and enter the result in Item 11.
- If the total tax due in either Item 8a or 8b is less than the prepayment credit in Item 9a or 9b enter the difference in Item 10a or 10b. Multiply the difference by .9825 and enter the result in Item 13 to determine the amount of refund. Bracket the amount as follows: <xxx.xx>

- If you are filing your return and/or paying the tax late, mark out the preprint amount in Item 9 and enter the actual amount paid with your prepayment report.

Item 10. Subtract the prepayment credit in Item 9 from the total tax due in Item 8, and enter the result in Adjusted tax due (Item 10).

Item 11. If you are filing your return and paying the tax due on or before the due date, multiply the Total Tax Due in Item 8 by 1/2% (.005) and enter the result in Item 11. (PREPAYERS: See instructions for Item 9.)

NOTE: DO NOT TAKE THE DISCOUNT IF THE RETURN AND/OR PAYMENT IS NOT TIMELY.

Item 12. If you requested that a prior payment and/or an overpayment be designated to this specific period, the amount is preprinted in Item 12 as of the date this return was printed.

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Item 14. Penalty and interest

or the date this return was printed.

Item 14. Penalty and interest

- 1-30 days late: Enter penalty of 5% (.05) of Item 13.
- 31-60 days late: Enter penalty of 10% (.10) of Item 13.
- Over 60 days late: Enter 10% (.10) penalty of Item 13 plus interest on the amount in Item 7. Calculate interest at the rate published online at <http://www.window.state.tx.us>, or call the Comptroller toll free at 1-877-44RATE4, for the applicable interest rate.

NOTE: An additional \$50 penalty may be assessed after more than two returns are received with a postmark date later than the due date.