

STS

4100101



STS0001-01-00-BT

13-14  
Revised 10-2003OKLAHOMA SALES TAX REPORT  
TAXPAYER COPY/WORK SHEET

A. Taxpayer FEI/SSN

B. Reporting Period

C. Due Date

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1. Total Sales  
(Whole dollars only) ☐2. Deduct Non-taxable Sales  
(Whole dollars only) -3. Net Taxable Sales  
4 TAX =

X

5. Discount -

6. Interest +

7. Penalty +

8. Total Due =

D. Change ☐E. Out of  
Business ☐Use this worksheet for figuring your tax, then  
enter the figures on the original report below.

Dollars				Cents	
				0	0
				0	0
				0	0

## INSTRUCTIONS FOR COMPLETING OKLAHOMA SALES TAX REPORT - SHORT FORM

## General Instructions

Please write only in the white areas.

If any preprinted information on this report is incorrect or your business address has changed, place an "X" in box D and enter the correct information on back of the form in the space provided.

Please use a #2 pencil or pen with black ink to mark your entries on this form. **If you type your report, please type "XXX" over "000" in red box F. at the top of the report. Use the small red box immediately after "Total Sales" (Line 1) to align your typewriter for typing the numbers in the handprint boxes of the report.** If you do not qualify to file this report, call the Oklahoma Tax Commission at (405) 521-3160.

## Specific Instructions

If final report, out of business and no sales, place an "X" in box E and make no entry on Line 1 through Line 8. You must return your permit to the Oklahoma Tax Commission for cancellation.

**Line 1. (Total Sales)** - Enter the total amount of gross receipts. This includes all sales, taxable and non-taxable leases and rentals of tangible personal property. Also include values of items removed from inventory and used by you during this reporting period.**Line 2. (Total Deductions)** - Enter the total amount of non-taxable sales you are deducting for this period (See note on reverse for a list of non-taxable sales items). All certificates, receipts and/or invoices verifying each deduction must be kept on file.**Line 3. (Net Taxable Sales)** - Subtract line 2 from line 1 to arrive at net taxable sales.**Line 4. (Tax)** - Multiply line 3 by the preprinted tax rate shown. This is a combined rate for state, city, and/or county. If this rate is incorrect, please call the Oklahoma Tax Commission.**Line 5. (Discount)** - If this report and remittance is not filed electronically by the due date shown in Item C, you are only eligible for a 1.25% discount for timely payment. Multiply Line 4 (tax) by .0125. The maximum discount allowed is \$3,300.00. Make no entry if this report is late.**Line 6. (Interest)** - If this report and remittance is postmarked after the due date shown on Item C, the tax is subject to 1.25% interest per month from the due date (Item C) until it is paid. Multiply the amount on line 4 by .0125 for each month or part thereof that the report is late.**Line 7. (Penalty)** - If this tax report and remittance is not postmarked within 15 days of the due date, a one-time 10% penalty is due. Multiply the tax amount on line 4 by .10 to determine the penalty.**Line 8. (Total Due)** - Total the report: Line 4, minus line 5, plus line 6 and line 7.

Instructions Continued on Back

**Special Note:** To insure that your report will be properly processed, please print all figures within boxes as shown.

1	2	3	4	5	6	7	8	9	0	X
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● Do not fold, staple, or paper clip

**Please Detach Here and Return Report Below**

● Write only in white areas

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F. 000

## OKLAHOMA SALES TAX REPORT

A. Taxpayer FEI/SSN	B. Reporting Period	C. Due Date
<b>OFFICE USE ONLY</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F.C.	P.T.	
D. Change E. Out of Business		
Permit Number		
Name		
G. Address		
City	State	ZIP
I declare that the information contained in this document and any attachments is true and correct to the best of my knowledge and belief		
H. SIGN HERE		DATE

Dollars				Cents	
				0	0
				0	0
				0	0

1. Total Sales (Whole dollars only) <input type="checkbox"/>	
2. Deduct Non-taxable Sales (Whole dollars only) -	
3. Net Taxable Sales 4 TAX =	
X	
5. Discount -	
6. Interest +	
7. Penalty +	
8. Total Due =	

Changes in Business Mailing Address:

FEIN/SSN\_\_\_\_\_

Name\_\_\_\_\_

Address \_\_\_\_\_

City\_\_\_\_\_

State\_\_\_\_\_ ZIP\_\_\_\_\_

Changes in Business Location Address:

FEIN/SSN\_\_\_\_\_

Name\_\_\_\_\_

Address \_\_\_\_\_

City\_\_\_\_\_

State\_\_\_\_\_ ZIP\_\_\_\_\_