

Instructions for Completing Form RP-11

What to Remit?

Do not remit any monies, other returns, or amended returns with the RP-11.

Address Changes.

Please leave the mailing label intact and legible. This is critical for your return to be properly processed. **Do not** write address changes over the original mailing label. Please visit the Department's Web site at www.in.gov/dor/ if you wish to change your mailing address, or you may use the Change of Address form provided to you along with your sales tax vouchers.

What is an RP-11?

The Annual Consolidated Sales Tax Information Return is an information return which allows the Indiana Department of Revenue to allocate sales tax collections of consolidated filers back to the actual site of sales tax collection as required by IC 6-2.5-6-3.

Who has to file an RP-11?

This return is intended for consolidated sales tax filers. If you or your business has received this return you must complete and return it. You must complete and return this form by the due date even if all your business activity was from a single county. IC 6-8.1-10-6 outlines penalty provisions for failure to file an information return.

How to complete an RP-11.

In **Section A** of the return, enter the name or code number of the county in which your home office is located. For purposes of this return, your home office is the location from which you remitted your consolidated sales tax returns during the tax year. If your home office is outside of Indiana, enter 00.

The four lines in **Section B** of the return correspond with lines 1 through 4 on the sales tax return. The dollar amounts on these lines of the RP-11 will equal the sum of the dollar amounts on the corresponding line on all of the sales tax returns filed during the tax year. **Do not** include any sales tax collected on metered pump sales of motor fuel, any local sales tax collections, any innkeepers tax collections, or any use tax collections.

Section C of the return, enter the amounts of sales tax actually collected in the appropriate county by the businesses included in your consolidated sales tax returns that are located in that county. The amounts listed on the bottom of the return should total the amount reported on line 4, total tax collected.

For more information, or if you have problems with the return, please address your question(s) to the attention of "Consolidated Sales Tax" at the address listed on the front or call (317) 232-2104.