



## FILING INSTRUCTIONS

<b>Line 1</b>	<p><b>Gross Sales and Services</b> - Record all sales, both taxable and nontaxable, for the period covered including:</p> <ul style="list-style-type: none"> <li>○ Retail Sales</li> <li>○ Services and labor rendered</li> <li>○ Rental and lease receipts</li> </ul> <p>The total of all nontaxable sales will be deducted on Line 3.</p>
<b>Line 2A</b>	<b>Bad debts collected</b> - Report the bad debts collected in this reporting period that were deducted in any previous reporting period.
<b>Line 2B</b>	<b>Total</b> - Add lines 1 and 2A.
<b>Line 3</b>	<b>Deductions</b> – Deduct nontaxable sales; the deductions should be amount that you included in the gross sales and services listed on line 1 on this return. You may not deduct your business expenses as you would for income tax purposes. The sales tax is on sales transactions, not profits. List each deduction category separately then show the sum at the bottom on the line labeled “ <b>3. Total Deductions.</b> ” If your total deductions exceed the line 1 amount, please make a note explaining which previous returns included the amounts you are deducting.
<b>Line 3A</b>	<b>Non-taxable service sales</b> - Deduct all services that are nontaxable (e.g. labor and professional fees, if separately stated on the invoice). Do not deduct fabrication labor since it is taxable.
<b>Line 3B</b>	<b>Sales to other licensed dealers for purposes of resale</b> - Deduct sales made to other <b>licensed</b> retailers who purchased your merchandise for the purpose of resale to the consumer.
<b>Line 3C</b>	<b>Sales shipped out of City</b> - Deduct all sales delivered or mailed to a purchaser outside of the Centennial city limits.
<b>Line 3D</b>	<b>Bad debts charged off</b> - Deduct uncollected sales that were reported as taxable sales in a previous period. The sales must be ‘written off’ and deemed uncollectible. If bad checks are deducted, only the portion of the returned check attributable to the purchase of taxable goods can be deducted. If you collect that debt in the future, you will need to add it on line 2A and remit the sales tax. <i>Bad debt deductions are not allowed on motor vehicles or on secured property.</i>
<b>Line 3E</b>	<b>Trade-ins for taxable resale</b> – For transactions subject to City sales tax, deduct the amount allowed for a trade-in, up to the fair market value, if you will resell the goods in the normal course of business.
<b>Line 3F</b>	<b>Sales of gasoline and cigarettes</b> – Deduct all sales of cigarettes and gasoline.
<b>Line 3G</b>	<b>Sales to governmental, religious and charitable organizations</b> – Deduct sales to governmental entities, or to organizations which have been specifically exempted by the City of Centennial. To qualify for tax exemption, the purchase must be paid for directly by the organization, with funds of the organization, and without the intent to be reimbursed by any individual. Purchases made using cash or a personal check or credit card are not exempt. To document this deduction for non-governmental entities, you should obtain a copy of proper exempt certificates issued to the organization.
<b>Line 3H</b>	<b>Returned goods</b> – Deduct the selling price of goods which have been returned for a refund, if City sales tax was charged on the original sale.
<b>Line 3I</b>	<b>Prescription drugs and prosthetic devices</b> – Deduct the sale of prescription drugs, medical supplies, prosthetic devices, orthopedic appliances, therapeutic devices, oxygen and related accessories, whether for human or animal consumption, if sold by prescription or recommendation of a licensed practitioner. Items such as spas and hot tubs are not exempt, even if prescribed by a doctor, since they are not designed specifically as therapeutic devices.
<b>Line 3J</b>	<b>Food</b> – Deduct sales of food items sold for preparation and/or consumption at home. Prepared food or food sold for immediate consumption, as at a restaurant, gift shop, snack bar, or like establishment, is not exempt from sales tax.
<b>Line 3 K/L</b>	<b>Other deductions (list)</b> – Deduct non-taxable sales not included in above categories. You must provide an explanation of the deduction along with an amount.
<b>Line 3 M</b>	<b>Total of all deductions.</b> Note that all deductions must be properly documented or they may be disallowed.
<b>Line 4</b>	<b>Subtract Line 3 M from Line 2B.</b>
<b>Line 5</b>	<b>Amount of City Sales Tax (Line 4 X 2.5%)</b>
<b>Line 6</b>	<b>Add: Excess Tax Collected</b>
<b>Line 7</b>	<b>Total Tax Due (Add Lines 5 &amp; 6)</b>
<b>Line 8(a)</b>	<b>Late filing – if filed after due date then add:</b> Penalty equaling either \$15 or 15% of Line 7, whichever is greater.
<b>Line 8(b)</b>	<b>Late filing – if filed after due date then add:</b> Interest equaling 1.5% per month on the amount of tax on Line 7
<b>Line 9</b>	<b>Total tax, penalty and interest</b> – Add Lines 7, 8 (a), and 8 (b).
<b>Line 10A</b>	<b>Add: Prior period adjustment</b> – These amounts may be credits from prior period transactions, adjustments for mathematical errors or other similar situations. Documentation must be attached to the return to verify and document this amount. If no documentation is provided, the adjustment will be disallowed.
<b>Line 10B</b>	<b>Deduct: Prior period adjustment</b> - These amounts may be adjustments for mathematical errors or other similar situations. Documentation must be attached to the return to verify and document this amount. If no documentation is provided, the adjustment will be disallowed
<b>Line 11</b>	<b>Total Due and Payable</b> – If this amount if \$10 or less, you may record the amount due and carry the amount forward for payment on a future return when the threshold of \$10 has been reached. All returns must be filed until that threshold is realized and the cumulative sales tax paid to the City when the threshold is reached.
<b>Vendor Allowance</b>	<b>For returns filed ONLINE ONLY</b> – You may deduct the amount of sales tax to be remitted if the return is filed online and paid by the due date. <b>Paper filed returns are not eligible for a vendor allowance.</b> The vendor allowance is 3% of Line 7 up to \$200 per reporting period, but not less than \$3.00 per reporting period.