

# SALES TAX REPORTING FORM



- Use this form to track taxable items sold at fundraisers and special events.  
 - Submit completed form with deposit. Taxable items on form must match taxable items in deposit  
 Revenue must be deposited in the month items were sold.

<b>Sales Date:</b>	
<b>Submitted by:</b>	
<b>Sales Event Name:</b>	
<b>Sales Event County:</b>	
<b>Comments:</b>	

<b>Item Description</b>	<b>Sales Tax Category:</b> <small>Admissions, Auction, Concessions, Games &amp; Entertainment or Souvenirs)</small>	<b>Unit Price</b>	<b>x</b>	<b>Quantity Sold</b>	<b>=</b>	<b>Sales Total</b>
<b>Total</b>						<b>\$</b>

I verify the accuracy and completeness of information listed above:

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_