NDSU | ACCOUNTING
DIVISION OF FINANCE AND ADMINISTRATION

North Dakota Sales Tax Reporting Form

(For sales **within** the city of Fargo and Cass county.)
Questions about this form? Please call 701-231-7432

Instructions to complete this form.

Sales Tax is reported monthly to the state of North Dakota for the prior months sales. All Sales Tax reports must be in the Accounting office by the 15th of the following month. i.e. If reporting for the month of February, the form is due March 15th.

Dept Name: _____

Contact Name: _____ Phone: _____

Reporting Month: _____ Reporting Year: _____

Supporting documentation should remain within the department. Each difference in the sales funding source will need to go on its own line below.

Short Description of Sale	Total Sales (Do not include tax)	Total Nontaxable Sales	Taxable Balance	Total Tax Due 7.5%
TOTALS of Columns				

The Sales Tax portion of every sale should be deposited directly to 201101 (Sales Tax Payable). If not, an SSI journal moving the Sales Tax portion to 201101 from the revenue account must be completed and submitted to ndsu.accounting.ssi@ndsu.edu for processing. The SSI journal should be submitted no later than the 10th of the following reporting month.

Account	Fund	Dept #	Program		Has this amount been collected?	Has this amount been recorded to 201101 in PeopleSoft?
201101						
201101						
201101						
201101						
201101						
201101						
201101						
201101						
201101						
201101						
201101						
201101						
201101						
201101						
201101						
201101						
Total Sales Tax Reported:						

If the Sales Tax portion above has been collected, but has not been recorded to 201101, please list how it will be recorded to 201101, via SSI journal or Department Deposit form. List dates and journal/receipt numbers if available.

E-mail completed form to:
NDSU.Accounting.ST@ndsu.edu

OR
Route completed form to:
Accounting Office
Old Main 11
Phone (701) 231-7432
Fax (701) 231-6194