

Sales Tax is reported quarterly to the state of South Dakota for the prior quarter's 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 | City of: _____ % | County of: _____ % | State of SD 4.5% | Total Tax Due |
|---------------------------|-------------------------------------|---------------------------|--------------------|---------------------|-----------------------|---------------------|---------------|
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Total Tax Due _____

