

Vendor's license number	TIN
Name	

Monthly UST 1 TeleFile Worksheet

Enter tax return data for each line for each month.

Tax returns are due the 23rd day of the month following the period end.

Period End Date						
Line 1 – Gross sales †						
Line 2 – Exempt sales ††						
*Line 3 – Net taxable sales						
Line 4 – Clerks of courts						
*Line 5 – Reportable taxable sales						
Line 6 – Tax liability						
*Line 7 – Discount						
*Line 8a – Additional charge						
*Line 8b – Interest owed						
*Line 9 – Net tax due						
Amount paid						
Telefile return 12-digit confirmation no.						
ACH or credit card confirmation no.						

*calculated fields

DO NOT MAIL in this WORKSHEET

Retain for your records.

† Gross sales - Include all sales, including those facilitated by a marketplace facilitator.

†† Exempt sales - In addition to exempt sales, please deduct all sales that were facilitated by a marketplace facilitator, if the marketplace facilitator collected and remitted the tax on your behalf.

TeleFile will ask you to sign your return. TeleFile will then assign you a 10-digit confirmation number. Do not hang up until you have signed your return and received this number. If you hang up before signing your return, your return will not be processed. Enter the confirmation number in the space provided. It is your proof of filing.

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