STS 20003
Revised 10-2012

OKLAHOMA SALES TAX RETURN

TAXPAYER COPY/WORKSHEET

A. Taxpayer FEIN/SSN	B. Reporting Period	C. Due Date	D. Account Number
-*4444	01/31/2014	02/20/2014	STS-10957002-04

TEST
123 FAKE ST
OKC OK 00000

CPD

		Dollars	Cents
1. Total Sales			00
2. Deduct Non-taxable Sales	-		00
3. Net Taxable Sales	=		00
4. TAX 4.5%	x		
5. Discount *Limit $2,500. (Discount not allowed for direct pay)*	-		
6. Interest	+		
7. Penalty	+		
8. Total Due	=		

Use this worksheet to calculate tax, then enter the figures on the coupon below.

Instructions For Completing Oklahoma Sales Tax Return - Short Form

When to File

Returns must be postmarked on or before the 20th day of the month following each reporting period.

How to File Electronically

File and pay electronically by using Quick Tax, located at **www.tax.ok.gov.**

How to File by Paper

If filing by paper, make checks or money orders payable to the Oklahoma Tax Commission and mail with your return coupon to:

Oklahoma Tax Comission
Post Office Box 26850
Oklahoma City, OK 73126-0850

Specific Item Instructions

Make sure the preprinted information in Items A, B, C and D are correct. If incorrect, contact the Oklahoma Tax Commission's Taxpayer Assistance Division at (405) 521-3160.

ITEM F. (Out of Business) - If this is your last return check Box F and give the Date Out of Business.

ITEM G. (Mailing Address Change) - check Box G to notify us of address change. Write new address in Section G.

NOTE: Changes to location address must be submitted on the Notification of Business Address Change Form (BT-115-C-W), available at **www.tax.ok.gov.**

Specific Line Instructions

LINE 1. (Total Sales) - Enter the total amount of gross receipts, including all sales, taxable and non-taxable leases and rentals of tangible personal property. Include values of items removed from inventory and used by you during the reporting period.

LINE 2. (Deduct Non-taxable Sales) - Enter the total amount of non-taxable sales you are deducting for this period. Keep all certificates, receipts and/or invoices verifying each deduction.

NOTE: Examples of legal deductions are:
1. Sales for resale to persons holding a sales tax permit.
2. Gasoline sales on which gasoline tax has been paid.
3. Motor vehicle sales.
4. Agricultural sales.
5. Sales subject to Federal Food Stamp exemption.
6. Non-taxable services, labor.
7. Sales to exempt organizations.

LINE 3. (Net Taxable Sales) - Subtract Line 2 from Line 1.

LINE 4. (Tax) - Multiply line 3 by the preprinted tax rate shown. This is a combined rate for state, city, and/or county.

LINE 5. (Discount) - If return and remittance is filed by the date shown in Item C you are eligible for a 1% discount for timely payment. Multiply Line 4 by 0.01. The maximum discount is $2,500. If this return is late no discount is allowed. There is no discount for Direct Pay Permits.

LINE 6. (Interest) - If return and remittance is postmarked after the date shown in Item C, the tax is subject to 1.25% interest per month from the due date until it is paid. Multiply Line 4 by 0.0125 for each month or part thereof the return is late.

LINE 7. (Penalty) - If this return and remittance is not postmarked within 15 days of the date shown in Item C, a one-time 10% penalty is due. Multiply the tax amount on Line 4 by 0.10 to determine the penalty.

LINE 8. (Total Due) - Total the return: Line 4, minus Line 5, plus Line 6 and Line 7.

■ Do not fold, staple, or paper clip **PLEASE DETACH HERE AND RETURN COUPON BELOW** ■ Do not tear or cut below line

STS OKLAHOMA SALES TAX RETURN

Media Number: 16995409924

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-*4444	01/31/2014	02/20/2014	STS-10957002-04

☐ E. Amended Return

☐☐☐☐ -OFFICE USE ONLY-

☐ F. Out of Business Date Out of Business: _____ MM/DD/YY

☐ G. Mailing Address Change

G. TEST
Name

Address

City State ZIP

		Dollars	Cents
1. Total Sales			00
2. Deduct Non-taxable Sales	-		00
3. Net Taxable Sales	=		00
4. TAX 4.5%	x		
5. Discount *Limit $2,500. (Discount not allowed for direct pay)*	-		
6. Interest	+		
7. Penalty	+		
8. Total Due	=		

Please remit only **one** check per coupon

Signature: _____ Date: _____

The information contained in this return and any attachments is true and correct to the best of my knowledge.

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