

## Sales Tax Record

All sales recorded as of \_\_\_\_\_ MUST be reported and the sales tax  
(Company production start date)

forwarded to the JA Area Office by \_\_\_\_\_.  
(Company liquidation date)

JA Company Name: \_\_\_\_\_

JA Volunteer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Product Name	Unit Price	Tax	Total

A) Gross sales (including tax)      \$ \_\_\_\_\_

B) Net sales (gross / (1 + state tax)) - \_\_\_\_\_

C) Sales tax (A – B)                      \$ \_\_\_\_\_

Example:

A) Gross sales                              \$500.00

B) Net sales (500 / 1.05)                - 476.19

C) Sales tax (\$500 – \$476.19)        = \$23.81

Enter amount from line from (C)      Total taxes due \$ \_\_\_\_\_

Check number: \_\_\_\_\_

**Mail sales tax check along with this form to your JA Area Office.**

I declare under the penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is a true, correct, and complete return.

\_\_\_\_\_  
Financial Department Signature

\_\_\_\_\_  
Human Resource Department Signature

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
Date