

SDICRSONA,INC

Monday August 7, 2009

## Reporting & Paying Sales Tax For Your Committee

First total your taxable sales for items sold such as Merchandise and/or Clothing.

*(Literature should not be included)*

{Food, drinks, snacks or items to be exported out of the country and items not intended for resale should not be purchased using our resale number. The sales tax on these items should be paid at the time of purchase.)

Report all of the following information and remit payment to the RSO on or by the 10<sup>th</sup> of each month for sales made in the previous month.

### FORMULA FOR PAYING SALES TAXES

Total Sales For : January      \$ 350.00

NEXT

Take your total sales	\$ 350.00
Multiply by	<u>x 8.75</u>
=	3062.5

Your Total Tax is      \$ 30.63

NEXT

Make your check payable to:

SDICRSONA, Inc. in the memo area write: TAX PAYMENT

Mail to: Attn: CFO

PO Box 16505

San Diego, Ca. 92176

Questions? Call the CFO @ 619-584-1010

### COMMITTEE'S MONTHLY FINANCIAL REPORT

1. DATE: \_\_\_\_\_
2. MONTH (S) REPORTING FOR: \_\_\_\_\_
3. AREA & COMMITTEE NAME: \_\_\_\_\_
4. YOUR FULL NAME: \_\_\_\_\_
5. YOUR ADDRESS: \_\_\_\_\_
6. YOUR PHONE NUMBER: \_\_\_\_\_
7. Did your committee have any taxable sales during this time?  YES  NO  
*(Use Resale Tax #SR FH 25813975 for items purchased for **RESALE ONLY**)*
8. If No, please complete steps 12 and 13.
9. If YES, please complete steps 10 through 13.

#### MERCHANDISE SALES

(Use a separate sheet of paper, to report for additional sales for this period)

<u>10. Month:</u>	<u>Item:</u>	<u>Quantity Sold:</u>	<u>Total Retail Price:</u>
July	<i>(EXAMPLE: T-SHIRTS)</i>	12	\$ 55.00 )
a) _____	_____	_____	\$ _____
b) _____	_____	_____	\$ _____
c) _____	_____	_____	\$ _____
d) _____	_____	_____	\$ _____
e) _____	_____	_____	\$ _____

**11. Total Sales of a), b), c), etc:** \_\_\_\_\_

12. Enclose a photocopy of your check register for the month(s) reported on this form.
13. **MAIL FORM TO:**  
 Att3n: CFO  
 SDICRSONA, Inc.  
 P O Box 16505  
 San Diego, CA 92176-6505

**Note: Please remit your sales tax payment with this report.**