



## INSTRUCTIONS FOR COMPLETING TEXAS SALES AND USE TAX RETURN - *SHORT FORM* (continued)

**Item c.** Enter the taxpayer number shown on your sales tax permit. If you have not received your sales tax permit, and you are a sole owner, enter your Social Security number. For other types of organizations, enter the Federal Employer's Identification Number (FEIN) assigned to your organization.

*Disclosure of your social security number is required and authorized under law, for the purpose of tax administration and identification of any individual affected by applicable law. 42 U.S.C. sec. 405(c)(2)(C)(i); Tex. Govt. Code secs. 403.011 and 403.078. Release of information on this form in response to a public information request will be governed by the Public Information Act, Chapter 552, Government Code, and applicable law.*

**Item d.** Enter the filing period of this report (month, quarter or year) and the last day of the period in the space provided.

Examples: "Month Ending 12-31-07"  
"Quarter Ending 09-30-07"  
"Year Ending 12-31-07."

**Item f.** If the location indicated in Item f is no longer in business, enter the out-of-business date.

**Item 1.** Enter the total amount (not including tax) of ALL services and sales, leases and rentals of tangible personal property including all related charges made during the reporting period. Report whole dollars only. Enter "0" if you have no sales to report.

**Item 2.** Enter the total amount (not including tax) of all *TAXABLE* services and *TAXABLE* sales, leases and rentals of tangible personal property including all *TAXABLE* related charges made during the reporting period. Report whole dollars only. Enter "0" if you have no taxable sales to report.

**Item 3.** Enter the total amount of taxable purchases that you made for your own use. Taxable purchases are those taxable items purchased, leased or rented for personal or business use on which sales or use tax was not paid. This includes purchases from Texas or out-of-state sellers, or items taken out of inventory for use, items given away, and items purchased for an exempt use but actually used in a taxable manner. Taxable purchases do not include inventory items being held exclusively for resale. Report whole dollars only. Enter "0" if you have no taxable purchases to report.

**Item 4.** Add the totals of Item 2 (Taxable Sales) and Item 3 (Taxable Purchases) and enter on Item 4. Enter "0" if you have no amount subject to tax. **DO NOT INCLUDE ITEM 1 (Total Sales) IN THIS TOTAL.**

**Item 5.** The tax rate is a combined rate of tax types indicated: state, city, transit authority, county and/or special purpose district. Please call the Comptroller's office if the rate is incorrect or if you have a question about the tax rate. Multiply Item 4 by the tax rate and enter in Item 5.

**Item 6.** If you are filing your return and paying the tax due on or before the due date, multiply the Tax Due in Item 5 by .005 and enter the result in Item 6.

**Item 7.** If you requested that a prior payment and/or an overpayment be designated to this specific period, the amount is preprinted in Item 7 as of the date this return was printed.

**Item 9. Penalty and Interest:**

- 1-30 days late: Enter penalty of 5% (.05).
- 31-60 days late: Enter penalty of 10% (.10).
- Over 60 days late: Enter penalty of 10% (.10) plus interest calculated at the rate published on Pub. 98-304, by telephone at (877) 447-2834, or online at [www.window.state.tx.us](http://www.window.state.tx.us).

*(Texas Tax Code Ann. Sec. 111.060 and 111.061)*

*Note: An additional \$50 late filing penalty will be assessed each time a return is filed after the due date.*

**Item 10.** Add Item 8 plus Item 9, if applicable, and enter in Item 10.

Make total amount of Item 10 payable in one check to:

STATE COMPTROLLER

Mail your return and payment to:

COMPTROLLER OF PUBLIC ACCOUNTS  
P.O. Box 149355  
Austin, TX 78714-9355

**DO NOT WRITE ON THE BACK OF THIS FORM**