

UTILITY USERS TAX RETURN

Service Supplier:	Tax Period (indicate month or quarter and year):
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Note: If you pay less than \$100,000 annually, you may apply to file on a quarterly basis by requesting an application form from the Finance Department at the address below. If you have elected to file on a quarterly basis, the tax period you should indicate is one of the following: 1st quarter = Jan-Mar; 2nd quarter = Apr-Jun; 3rd quarter = Jul-Sep; 4th quarter = Oct-Dec.

Basis of remittance: **Gross Collections** **Gross Utility Charges**
(The basis of remittance must remain the same for at least 12 months.)

Calculation of Remittance

1. Gross Collections/Charges (excluding the tax)	\$	Line 1
2. Gross Collections/Charges from exempt accounts	\$	Line 2
3. Taxable Collections/Charges (line 1 less line 2)	\$	Line 3
4. Tax Due (5% of line 3)	\$	Line 4
5. Adjustments* (plus or minus)	\$	Line 5
6. 10% 1 st Penalty, if not postmarked by the 25 th	\$	Line 6
7. Interest - If remitted within 30 days from due date (# of days past due x .000328767 x [sum of line 4 + line 6])	\$	Line 7
8. 10% 2 nd Penalty, if remitted more than 30 days after due date	\$	Line 8
9. Interest – If remitted more than 30 days after due date (# of days past 30 that remitted x .000328767 x [sum of line 4 + line 6 + line 8])	\$	Line 9
10. Total Tax Due (add lines 4-9)	\$	Line 10

I declare under penalty of perjury that, to the best of my knowledge and belief, the statements herein and on attachments are true, correct, and complete.

Name	Telephone #	Title	Date
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***Itemize and Explain on Attachments (line 5)**