

# CNPS QUARTERLY SALES TAX REPORT OF CHAPTER SALES:

This form is due in the Sacramento Office

**CHAPTER:** \_\_\_\_\_  
 Treasurer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Fax # \_\_\_\_\_

**COUNTY:** \_\_\_\_\_

**TAX RATE:**

## PART 1

Breakdown by categories (posters, books, etc.) is not necessary, but is useful for planning and comparison purposes.

SALES	Taxable	Resale	Out-of-State	U.S. Govt	TOTAL
Poster					-
Books					-
T-Shirts					-
Plants					-
Other					-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

(a) Taxable Total

(b) Sales Total

Notes: Do not include tax or shipping charges (if any) in "Taxable" sales figures. (If your sales totals include tax, you can "back out" sales tax by dividing the total by 1.0xxx where "xxx" is your local sales tax rate.) Checks for mixed sales (i.e. book + poster, etc.) can be included in any category. Item (b) Sales Total is used on the Statement of Receipts and Expenditure

## PART 2

Please attach list of new resale buyers and their resale numbers for this quarter.

## PART 3

Merchandise (posters, t-shirts, books, etc.) used by chapter or given as donations.

**Total cost of merchandise donations:**

Please give value (at cost) of items used by chapters for displays, given as donations, etc., which were originally purchased for resale (that is which you paid no sales tax).

## PART 4

**Taxable total**      \$ -      from Part 1(a) above

**Donations total**      \$ -      from Part 3 above

**GRAND TOTAL**      \$ -      x sales tax rate      =

**SALES TAX DUE**

PLEASE SEND CHECK FOR TOTAL SALES TAX DUE PAYABLE TO CNPS ALONG WITH THIS FORM