

Vendor's license number	TIN
Name	

Semi-Annual UST 1 TeleFile Worksheet

Enter tax return data for each line for each period.

Tax returns are due the 23rd day of the month following the period end.

Period End Date		
Line 1 – Gross sales †		
Line 2 – Exempt sales ††		
*Line 3 – Net taxable sales		
Line 4 – Clerks of courts		
*Line 5 – Reportable taxable sales		
Line 6 – Tax liability		
*Line 7 – Discount		
*Line 8a – Additional charge		
*Line 8b – Interest owed		
*Line 9 – Net tax due		
Amount paid		
TeleFile return 12-digit confirmation no.		
ACH or credit card confirmation no.		

*Calculated fields

Retain for your records.

† Gross sales - Include all sales, including those facilitated by a marketplace facilitator.

†† Exempt sales - In addition to exempt sales, please deduct all sales that were facilitated by a marketplace facilitator, if the marketplace facilitator collected and remitted the tax on your behalf.

TeleFile will ask you to sign your return. TeleFile will then assign you a 10-digit confirmation number. Do not hang up until you have signed your return and received this number. **If you hang up before signing your return, your return will not be processed.** Enter the confirmation number in the space provided. It is your proof of filing.

DO NOT MAIL in this WORKSHEET.