

Important Information and Instructions:

- Reports are due by the 10th of each month (for previous month's reporting).
- Email completed form to: General Accounting Team at salestax@yale.edu.
- Subject line of email should indicate: Department_Month_Year_Cost Center Number.
- A Sales Tax Report, or notification in writing, is required even if there is no activity for the month.

Section I (skip this section if you record sales tax at the time sales proceeds are deposited)

- Use this section to derive gross taxable sales receipts when tax is not separately recorded. **Do not** use for sales of meals/beverages.
- Use of this method requires a subsequent journal entry to record tax and adjust sales revenue.
- Use of this method requires **prior approval** by the Controller's Office.

Taxable Sales Receipts, Inclusive of Sales Tax		
Above Amount \times 5.9709%	(less)	
Gross Receipts (net of sales tax)	=	(A) - this must agree with (A) below.

Section II (to be completed by all filers)

- All Sales Tax Report filers should complete this section, including all pertinent information below.

Gross Receipts (excluding Meals/Beverages) (taxes excluded)				
Sale of Goods (taxes excluded)				
Lease and Rentals (taxes excluded)		+		
Labor and Services (taxes excluded)		+		
Total Gross Receipts (taxes excluded)		=		(A)
Exemptions	Non-Profit, Charitable, Religious, Government, and Educational Inst. (with appropriate exemption certificates) (taxes excluded)			
	Out-of-State (incl. foreign countries) (taxes excluded)		+	
	Other (indicate below) (taxes excluded)		+	
	Type:			
Total Exemptions (taxes excluded)		=		(B)
Balance Subject to Tax		A - B		(C)
Sales Tax at Current Rate		C \times 6.35%		(D)
Gross Receipts for Meals/Beverages (taxes excluded)				
Total Gross Receipts (taxes excluded)				(E)
Exemptions	Non-Profit, Charitable, Religious, Government, and Educational Inst. (with appropriate exemption certificates) (taxes excluded)			
	Out-of-State (incl. foreign countries) (taxes excluded)		+	
	Other (indicate below) (taxes excluded)		+	
	Type:			
Total Exemptions (taxes excluded)		=		(F)
Balance Subject to Tax		E - F		(G)
Sales Tax at Current Rate		G \times 7.35%		(H)
Total Tax to Report		D + H		Total Tax

Section III (to be completed by all filers)

Department:		Date:	
Prepared By:		Phone:	

Section IV (to be completed by all filers)

Charging Instructions. NOTE: Under existing guidance, departments are responsible for monitoring activity and reconciling their cost center balances in the sales tax liability account. General Accounting will debit the department account for the sales tax amount at the time the University remits its tax payment in accordance with the COA noted below. The sales tax activity recorded throughout the month by a cost center should use the same COA as noted below; otherwise, an imbalance will occur. Imbalances and unsupported balances must be researched and cleared.

Company	Yale Designated	Cost Center	Program	Project	Ledger Account
CO01			PG00363	PJ028450	20017