



IMPORTANT INFORMATION

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

SKIP THIS SECTION IF YOU RECORD SALES TAX AT THE TIME SALES PROCEEDS ARE DEPOSITED.

Use of this method requires prior approval by General Accounting.

To derive gross taxable sales receipts when tax is not separately recorded:

Taxable Sales Receipts Inclusive of Sales Tax _____
 Above amount x 5.9709% (less) _____
 Gross Receipts (Net of Sales Tax) = _____ (A) This must agree with (A) below.

Use of this method requires a subsequent journal entry to record tax and adjust sales revenue (consult General Accounting).

TO BE COMPLETED BY ALL FILERS:

Gross Receipts:

Sale of Goods (Taxes Excluded) _____
 Lease and Rentals (Taxes Excluded) _____
 Labor and Services (Taxes Excluded) _____

Total Gross Receipts: (Taxes Excluded) (A) _____

Exemptions:

Dealers (Taxes Excluded) _____
 Out-of-State (incl. Foreign Countries) (Taxes Excluded) _____
 Non-Profit, Charitable, Religious,
 Government and Educational Inst.
 (with appropriate exemption certificates) (Taxes Excluded) _____

Total Exemptions: (B) _____

Balance Subject to Tax (A-B): (C) _____

Sales Tax at current rate (Cx.0635): TAX: _____

Charging Instructions	
Company	
Yale Designated	
Grant	
Gift	
Cost Center	
Program	
Project	
Spend/Revenue Category	
Ledger Account	
Location	
Assignee	

Department: _____

Prepared By: _____

Phone: _____

Date: _____

Departments are expected to monitor activity in sales tax payable accounts. General Accounting will debit the department account for the sales tax amount at the time the University remits its tax payment. Improper balances must be researched and cleared.