Questions about this form? Please call 701-231-7432

## Sales Tax is reported quarterly to the state of Illinois for the prior quarter's sales. All Sales Tax reports must be in the Accounting office by the 15th of the following month. i.e. If reporting for the month of February, the form is due March 15th.

Dept Name:								Dhanai		
Contact Name: Reporting Month				D/	2001	rting Year:		_ Phone:		
Supporting docum		main within the der	partment, F			n the color fu	nding source w	ill need to go o	n its own line	below.
Short Description	Total Sales	Total Nontaxable	r	City of:		County of:	-	-	State of	Total Tax
of Sale	(Do not include tax)		Balance		_%	%	Special Tax:	%	IL 6.25%	Due
Short Description of Sale	Total Sales (Do not include tax)		Taxable Balance	City of:	%	County of: %	Special Tax:	Special Tax: %	State of IL 6.25%	Total Tax Due
			Dalance		_				IL 0.2370	Due
Short Description	Total Cales	Total Nontaxable	Taxable	City of:		County of:	Special Tax:	Special Tax:	State of	Total Tax
of Sale	Total Sales (Do not include tax)		Balance		_%	<u> </u>	%	<u> </u>	IL 6.25%	Due
Short Description of Sale	Total Sales (Do not include tax)	Total Nontaxable	Taxable Balance	City of:	%	County of: %	Special Tax:	Special Tax: %	State of IL 6.25%	Total Tax Due
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Short Description of Sale	Total Sales (Do not include tax)	Total Nontaxable Sales	Balance	City of:	_%	County of:	Special Tax:		State of IL 6.25%	Total Tax Due
Short Description of Sale	Total Sales	Total Nontaxable Sales	Taxable Balance	City of:	%	County of: %	Special Tax:	Special Tax: %	State of IL 6.25%	Total Tax Due
	(Do not include tax)		Dalance		_				IL 0.2370	Due
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Short Description of Sale	Total Sales (Do not include tax)		Taxable Balance	City of:	%	County of: %	Special Tax:	Special Tax:	State of IL 6.25%	Total Tax Due
			Dalance						12 0.2070	Duc
								-		
Short Description of Sale	Total Sales (Do not include tax)	Total Nontaxable Sales	Taxable Balance	City of:	_%	County of: %	Special Tax:	Special Tax: %	State of IL 6.25%	Total Tax Due
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**Total Tax Due** 

The Sales Tax portion of every sale should be deposited directly to 201101 (Sales Tax Payable). If not, an SSI journal moving the Sales Tax portion to 201101 from the revenue account will need to be completed and submitted to ndsu.accounting.ssi@ndsu.edu for processing. The SSI journal must be submitted no later than the 10th of the following reporting month.

Account	Fund	Dept #	Program		
Total Sales Tax Reported:					

Has all tax reported above been collected?

○ Yes If Yes, the sales tax reported above should be reflected in account code 201101 for the fund(s) above.

$\bigcirc$ No If no, list the total sales tax amount NOT collected:	As of Date:	
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## Additional Notes:

E-mail completed form to:
NDSU.Accounting.ST@ndsu.edu
OR Route completed form to: Accounting Office Old Main 11 Phone (701) 231-7432 Fax (701) 231-6194