

Sales Tax Vouchers and/or Electronic Funds Transfer Credit Recap
Instructions for completing Form ST-103

Filing Status
All

EFT taxpayers must remit payments on or before the due date specified by the department-assigned filing frequency. Although the EFT recap is filed quarterly, the payments may be due monthly by the 20th or 30th depending on the filing frequency. If you begin paying by EFT in the middle of a quarter, include only those months for which you paid by EFT.

- A. Total Sales**—Enter the total sales from activities for the period specified on the form. Do not include any other periods of sales activities. Sales activities include retail, wholesale, manufacturing, and out-of-state sales. The figure entered on this line **cannot** include sales tax.
- B. Total Exempt Sales**—Enter the total of (a) sales shipped out of state, (b) nontaxable grocery food, and (c) sales where an exemption certificate was received. The amount on this line must **never** be greater than the amount on Line A.
- C. Total Taxable Sales**— Subtract Line B from Line A. This amount **must never** be greater than Line A.
- D. Sales Tax Due**— Multiply Line C by 6% (.06) to compute the sales tax due. If there is an entry on this line, there must be an entry on Lines A and C.
- E. Tire Fee Due**— Multiply twenty-five cents (.25) by the total number of **new** replacement tires sold at retail and **new** tires mounted on a motor vehicle (and all types of equipment, machinery, implements or other devices used in transportation, manufacturing, agriculture, construction or mining) that are sold at retail. Contact the Department for Commissioner's Directive #16 for additional information on the tire fee.
- F. Total of Lines D and E**
- G. New Collection Allowance**— Use this line **only** if your voucher is postmarked or your EFT payments were made on or before the due date. The collection allowance is available when the payment is remitted timely. The deduction allows a retail merchant to retain a percentage of the amount due on Lines D & E. To compute the collection allowance, use the worksheet on the back of the return. **Utilities are not eligible for the collection allowance.**
- H. Net Amount Due**— Subtract Line G from Line F. If there is no entry on Line G, this amount will be the same as Line F.
- I. Total Purchases**— Enter the total purchases for the period specified on the voucher (a) where no sales or use tax was paid on the purchase, and (b) if an exemption certificate or Direct Payment Permit was issued for the purchase.
- J. Total Exempt Purchases**— Enter the total of purchases held in inventory for resale, items to be directly used in direct manufacturing/production, or maintained as exempt for some other eligible exemption. The amount for this line must never be greater than the amount on Line I.
- K. Total Taxable Purchases**— Subtract Line J from Line I. This figure must not be greater than Line I.
- L. Use Tax Due**— Use tax is due on any purchase(s) where no sales tax was paid and the property was not held for resale or for another exempt purpose. If an item is (a) removed from inventory for personal use, (b) used as a giveaway, or (c) used as a display model or promotional item not for sale, and no sales tax was paid when purchased, then use tax is due. Multiply your cost by 6% (.06). The cost price of the items removed from inventory should be entered on Line I. If Line L is used, an entry must be made on Line I.
- M. Penalty/Interest Due**— Payment made after the due date is subject to penalty and interest on the total of Lines F and L. The penalty is 10% (.10) of the total of lines F and L, or \$5.00, whichever is greater. Daily interest equals (the current annual interest rate divided by 365) X (the total of Lines F and L). Interest is computed from the due date of the voucher to the date payment is made. Interest is not computed on the penalty. **If you make a late payment by EFT, a penalty and interest assessment notice will be issued automatically. EFT taxpayers will not use this line to compute penalty and interest.**
- N. Electronic Funds Transfer Credit**— Enter the total amount paid by EFT for all months within the quarter. If you are mailing this recap before you have initiated the final EFT payment for the quarter, you should claim the EFT payment you will be initiating on this line. **Do not enter the final EFT payment for the quarter on Line P.**
- O. Adjustments**— This line is not for credits or underpayments from past reporting periods. You must attach an explanation to support any entry on this line. Do not make tire fee adjustments on this line. Make tire fee adjustments on your records and report the adjusted amount on Line E.
- P. Total Amount Due**— Add Lines H, L, & M plus or minus Lines N & O. Pay this amount. Do not send cash. **Note: For EFT filers only.** In most cases Line P will be zero. Any amounts underpaid should be remitted by EFT and claimed as a credit on Line N. You may have to file an amended recap for the quarter. Any overpayment for the quarter should be claimed as a refund in brackets on Line P. A refund will be issued for the approved amount. **Do not enter your final EFT payment for the quarter on this line, see Line N instructions.**

