

CITY OF DAPHNE  
REVENUE DIVISION  
SELLER'S USE TAX RETURN



NOTE: Return due date on or before the 20<sup>th</sup> of each month.

REPORTING PERIOD: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

Check here if this is a change of address.

TYPE OF TAX	(A) GROSS RECEIPTS	(B) TOTAL DEDUCTIONS (SEE BACK)	(C) NET TAXABLE	(D) TAX RATE	(E) GROSS TAX(ES) DUE
SALES – MACHINE/ AGRICULTURE				1%	
SALES – AUTOMOTIVE				1%	
SALES - GENERAL				2.5%	
AUTO VEHICLES WITHDRAWN NO. _____ X \$5.00					

\*This return must be post-marked by the 20<sup>th</sup> day of the month following the reporting period for which you are filing to be considered a timely return.

Make checks payable to: City of Daphne  
Mail return with payment to: City of Daphne  
P.O. Drawer 1047  
Daphne, AL 36526-1047

(E) TOTAL TAX DUE (TOTAL)	
(F) PENALTY: FAILURE TO TIMELY FILE (SEE BACK)	
(G) PENALTY: FAILURE TO TIMELY PAY (SEE BACK)	
TOTAL TAX(ES) DUE	
TOTAL AMOUNT REMITTED	

By signing this report, I am certifying that this report, including any accompanying schedules or statements, has been examined by me and is to the best of my knowledge & belief, a true & complete report for the period stated.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Revenue Use Only:**

Batch # \_\_\_\_\_ Check # \_\_\_\_\_ \$ \_\_\_\_\_  
Amount

Revenue Division \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS FOR FILING CITY OF DAPHNE TAX RETURN**

Column A: Enter Gross Receipts (both cash/credit, nontaxable/taxable)  
 Column B: Enter Total Deductions from Standard Deduction Summary below  
 Column C: Enter Net Taxable (Column A/Gross receipts less Column B/Total Deductions)  
 Column D: Tax Rate  
 Column E: Tax Amount Due  
 Cells F & G: Penalties  
 Total Tax(es) Due: Add all amounts for the Total Due and enter into Total Amount Due cell

**PENALTY WORKSHEET**

**(F) Penalty 1: Failure to Timely File**

Tax Amount (E) \_\_\_\_\_ X 10% or \$50, whichever is greater

**(G) Penalty 1: Failure to Timely Pay**

Tax Amount (E) \_\_\_\_\_ X 10%

**STANDARD DEDUCTION SUMMARY TABLE**

(Summary below must be completed to correspond with total deductions on front of tax report.)

TYPE OF TAX	WHOLESALE SALES	AUTO TRADE-INS	LABOR/ NON-TAXABLE SERVICES	SALES DELIVERY OUTSIDE JURIS	SALES TO GOVT OR ITS AGENCIES	SALES OF GAS OR LUBE OILS	OTHER ALLOWABLE DEDUCTIONS	TOTAL DEDUCTIONS
<b>TOTAL DEDUCTIONS</b>								

**INSTRUCTIONS & INFORMATION CONCERNING THE COMPLETION OF THIS REPORT:**

- To avoid the application of penalty and/or interest amounts, this report must be filed on or before the 20<sup>th</sup> of the month following the period for which the report is submitted. Cancellation postmark will determine timely filing.
- A remittance for the total amount due made payable to the City of Daphne must be submitted with this report.
- This report should be submitted on a monthly basis unless you have requested and have been approved for a different filing frequency.
- Any credit for prior overpayment must be approved in advance by the City of Daphne.
- No duplicate or replicated forms acceptable except with prior approval of the City of Daphne.

**INDICATE ANY ACCOUNT CHANGES BELOW:**

BUSINESS NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
 PHYSICAL ADDRESS: \_\_\_\_\_ MAILING ADDRESS: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_