

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 deductions summary table below.
- Column C Enter net taxable - Column A (Gross Receipts) less Column B (Total Deduction)
- Column D Tax Rate
- Column E Tax Amount Due
- Column F, G & H Penalties and Discounts (Discounts can't be taken if the taxes are late)
- Total Amount Due Add all amounts for the total due and place results on the "Total Amount Due" line.

Penalty Worksheet

Penalty 1 - Failure to Timely File (F)

- 1. Tax Amount _____
- 2. Line 1 x 10% or \$50,
whichever is greater _____

Penalty 2 - Failure to Timely Pay (G)

- 3. Line 1 x 10% _____

Total Penalty – Add Penalties 1 and 2 together

- 4. Add line 2 and 3 _____

Standard Deduction Summary Table

(Summary below must be completed to correspond with total deductions on front of Tax Report)

TYPE OF TAX	WHOLE SALE TAX	AUTO TRADE-INS	LABOR/ NON-TAXABLE SERVICE	SALES DELIVERY OUTSIDE JURISDICTION	SALES TO GOVERNMENT OR ITS AGENCIES	SALES OF GAS OR LUBE OILS	OTHER ALLOWABLE DEDUCTIONS	TOTAL DEDUCTIONS
Total Deductions								

- ❖ To avoid the application of penalty and/or interest amounts, this report must be filed on or before the 20th 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 tax jurisdiction must be submitted with this report.
- ❖ This report should be submitted on a monthly basis unless you have requested and been approved for a different filing frequency.
- ❖ Any credit for prior overpayment must be approved in advance by the taxing jurisdiction. ❖ No replicated forms acceptable except with prior approval of the taxing jurisdiction.

Indicate Any Account Changes Below

Business Name _____ Phone _____
 Contact Person _____ Fax _____
 Physical Address _____

Mailing Address _____