Form 3A

Tax Payments

Client Name: _____

941 Payments-Detail Listing

Date	Posting Reference	Amount

940 Federal Unemployment-Detail Listing

Date	Posting Reference	Amount

State	U/C	Payments
Date	**Posting Ref**	**Amount**

Do you pay your sales tax: [] Monthly [] Quarterly [] Semi-Annually [] Annually [] Don't File Sales Tax

Form 3B

Sales Tax Summary for Your Business

Client Name:_____

Month	Gross Sales	Exempt Sales	Taxable Amount	Collection Disc.	Tax Paid
Jan					
Feb					
Mar					
Apr					
May					
June					
July					
Aug					
Sept					
Oct					
Nov					
Dec					
Totals					

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