

Vendor's license number	TIN
Name	

Monthly UST 1 TeleFile Worksheet
 Enter tax return data for each line for each month.
 Tax returns are due the 23rd day of the month following the period end.

Period End Date						
Line 1 – Gross sales						
Line 2 – Exempt sales						
*Line 3 – Net taxable sales						
Line 4 – Clerks of courts						
*Line 5 – Reportable taxable sales						
Line 6 – Tax liability						
*Line 7 – Discount						
*Line 8a – Additional charge						
*Line 8b – Interest owed						
*Line 9 – Net tax due						
TeleFile return 12-digit confirmation no.						
ACH or credit card confirmation no.						

*calculated fields

DO NOT MAIL in this WORKSHEET.

Retain for your records.

TeleFile will ask you to sign your return. TeleFile will then assign you a 12-digit confirmation number. Do not hang up until you have signed your return and received this number. **If you hang up before signing your return, your return will not be processed.** You will receive a 15-digit confirmation number for an ACH payment or a six-character confirmation number for a credit card payment. Enter the confirmation numbers in the spaces provided. It is your proof of filing.

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